



VERMONT

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
ECO AmeriCorps

Site Supervisor Handbook



ECO AmeriCorps

Welcome to the Vermont Department of Environmental Conservation's Environmental Careers and Opportunities (ECO) AmeriCorps Program! We are very excited to partner with you and your organization to serve the people and environment of Vermont while providing valuable experiences and opportunities to our ECO AmeriCorps members. This is the second year of our program connecting young professionals service with organizations across the state to tackle pressing environmental issues in their communities. Our members serve with organizations on projects directed at restoring and enhancing water quality in Vermont's rivers, lakes and streams. This year we have expanded the scope of our program to also focus on minimizing the waste entering landfills and transfer stations. The Vermont Department of Environmental Conservation (DEC) is part of the Agency of Natural Resources.

Our mission statement reads as follows:

"To preserve, enhance, restore, and conserve Vermont's natural resources, and protect human health for the benefit of this and future generations"

We will do all of these things for the communities where we live and work, as well as for ourselves and our members this service term. We hope you are as excited as we are by the possibilities of what we can achieve together.

We are committed to ensuring that our partnership is meaningful and brings added value to your organization, the State of Vermont, and our ECO AmeriCorps members. Our hope is that we will all work together to ensure this partnership is a success and that our members' experiences are positive and create lasting change.

Carey Hengstenberg is the Program Director and is also the DEC's Planning Manager. She is not dedicated full time to the program. She works closely with Reuben to ensure that all of your needs are being met throughout the service term. Her primary role is to ensure the program is running effectively and efficiently. She works with members, the organizations and supervisors, and our grantors to maximize the impact of the program and to make certain the AmeriCorps experience is a positive one.

Reuben Allen is the Environmental Grants and Operations Specialist. Reuben is the primary point of contact for our program. He is an AmeriCorps alum, and has experience managing various AmeriCorps programs and ensuring successful partnerships with community organizations. He is the lead on host site and member recruitment and support, organizing our annual training calendar, and ensuring accurate federal programmatic and financial reporting to our grantor.

Zack Simpson is our AmeriCorps Team Leader. He is an ECO AmeriCorps member and will help organize service days and other events, make connections between AmeriCorps members and community resources /opportunities, and help tell the story of the work we'll be doing. Zack

ECO AmeriCorps

works closely with our members this year to ensure all are having the best and most effective experience possible.

Carey, Reuben and Zack's main role is to serve as resources for you and our members throughout this service year.

To contact us:

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Reuben Allen 802.779.6054 reuben.allen@vermont.gov

Zack Simpson 802.249.1362 zack.simpson@vermont.gov

The following material in this handbook will provide you with guidance regarding the ECO AmeriCorps program. Please read through all of it.

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Site Supervisor Handbook

What is AmeriCorps?

Section 1



AmeriCorps

AmeriCorps engages more than 75,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country.

Since the program's founding in 1994, more than 1,000,000 AmeriCorps members have contributed more than 1.2 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve.

Types of Programs

AmeriCorps programs do more than move communities forward; they serve their members by creating jobs and providing pathways to opportunity for young people entering the workforce. AmeriCorps places thousands of young adults into intensive service positions where they learn valuable work skills, earn money for education, and develop an appreciation for citizenship.

AmeriCorps State and National

This is the broadest network of AmeriCorps programs. These groups recruit, train, and place AmeriCorps members to meet critical community needs in education, public safety, health, and the environment.

AmeriCorps VISTA

VISTA provides full-time members to nonprofit, faith-based and other community organizations, and public agencies to create and expand programs that bring low-income individuals and communities out of poverty.

AmeriCorps NCCC and FEMA Corps

AmeriCorps NCCC and FEMA Corps are a full-time, team-based, residential programs for men and women ages 18-24. NCCC's mission is to strengthen communities and develop leaders through direct, team-based national and community service, while FEMA Corps focuses on Disaster Relief.

What to expect from AmeriCorps service?

AmeriCorps is an Opportunity

AmeriCorps is a way to put idealism into action. AmeriCorps members can help make the world a better place: help children learn, protect the environment, or bring needed services to a low-income community.

There are opportunities in AmeriCorps for anyone who is willing to do something special, something unique, something exciting.

AmeriCorps is an Experience

AmeriCorps is a real-life education and work experience wrapped into one. Members will learn teamwork, leadership, responsibility and other essential skills that will help them for the rest of their life. They will gain the personal satisfaction of taking on challenges and seeing results.

AmeriCorps Offers Tangible Benefits

Most AmeriCorps members receive student loan forbearance, training, and may receive a living allowance and health insurance. After completing their term of service, they will also receive a Segal AmeriCorps Education Award to help pay for college, graduate school, or vocational training or to repay student loans.

The AmeriCorps Pledge

*I will get things done for America -
to make our people safer,
smarter, and healthier.*

*I will bring Americans together
to strengthen our communities.*

*Faced with apathy,
I will take action.*

*Faced with conflict,
I will seek common ground.*

*Faced with adversity,
I will persevere.*

*I will carry this commitment
with me this year and beyond.*

*I am an AmeriCorps member,
and I will get things done.*



Fact Sheet

Annual Statistical Highlights

- Engages more than 75,000 members annually
- Members serve at 15,000 locations across the country
- Mobilizes 4 million volunteers annually
- Leverages \$480 million in outside funding and donations each year

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AmeriCorps.gov

AmeriCorps



AmeriCorps engages more than 75,000 men and women in intensive service each year at more than 15,000 locations including nonprofits, schools, public agencies, and community and faith-based groups across the country. AmeriCorps members help communities tackle pressing problems while mobilizing millions of volunteers for the organizations they serve. Members gain valuable professional, educational, and life benefits, and the experience has a lasting impact on the members and the communities they serve.

AmeriCorps consists of three main programs: AmeriCorps State and National, whose members serve with national and local nonprofit and community groups; AmeriCorps VISTA, through which members serve full time fighting poverty; and AmeriCorps NCCC (National Civilian Community Corps), a team-based residential program for young adults 18-24 who carry out projects in public safety, the environment, youth development, and disaster relief and preparedness.

Focus on Impact

The bipartisan Edward M. Kennedy Serve America Act focused AmeriCorps' efforts in six key areas: disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families. To strengthen accountability, AmeriCorps programs are required to demonstrate their impact using standard performance measures.

AmeriCorps members make our communities safer, stronger, healthier, and improve the lives of tens of millions of our most vulnerable citizens. AmeriCorps' impacts are proven and measurable.

Disaster services: In response to the tornado that struck Joplin, Missouri on May 22nd, 2011, AmeriCorps teams organized a large-scale volunteer response center that recruited and supervised more than 75,000 volunteers. Through the AmeriCorps-led operation, unaffiliated volunteers contributed more than 579,000 hours of service. These hours completely

defrayed over \$17.7 million in emergency match dollars owed by the City of Joplin to the federal government at the conclusion of the response.

Economic opportunity: VISTA, AmeriCorps' poverty-fighting program, engages more than 8,000 members each year in fighting poverty by creating businesses, expanding access to technology, recruiting volunteers to teach literacy, and strengthening antipoverty groups.

Education: AmeriCorps places thousands of teachers, tutors, and mentors into low-performing schools, helping students succeed in school and gain skills necessary to get 21st century jobs.

Environmental stewardship: Members build trails, restore parks, protect watersheds, run recycling programs, and promote energy efficiency, weatherization, and clean energy.

Healthy futures: AmeriCorps members save lives through HIV/AIDS education and outreach, drug and alcohol prevention training, and connecting poor families to health clinics and services.

Veterans and military families: AmeriCorps supports the military community by engaging veterans in service, helping veterans readjust to civilian life, and providing support to military families.

Strengthening Nonprofits and the Volunteer Sector

Strengthening nonprofits: AmeriCorps members help faith-based and community groups expand services, build capacity, raise funds, develop new partnerships, and create innovative, sustainable programs.

Encouraging competition and local control:

AmeriCorps pushes funding and decision-making to the state and local level. Most grantees are chosen by bipartisan state commissions appointed by the governor.

Advancing social innovation: AmeriCorps invests in entrepreneurial organizations that have been recognized for their innovative approaches to citizen problem-solving such as Teach for America, City Year, YouthBuild, JumpStart, Citizen Schools, and Experience Corps.

Expanding Educational Opportunity and Building Future Leaders

Expanding educational opportunity: In exchange for a year of full-time service, AmeriCorps members earn a Segal AmeriCorps Education Award (equal to the maximum Pell Grant) that helps pay for college or pay back student loans. AmeriCorps members have earned more than \$2.4 billion in these awards since 1994.

Preparing the 21st Century Workforce: AmeriCorps is a pathway to economic opportunity that provides

members with valuable skills specific to their service (construction, teaching, weatherization, etc.) as well as general skills of leadership and problem-solving that all employers are looking for.

Creating future leaders: AmeriCorps members gain new and useful skills, advance their education, and become more connected to their communities. A longitudinal study has shown that AmeriCorps alumni are more likely to be civically engaged, to go into public service careers—such as teaching, public safety, social work, and military service—and to volunteer in their communities.

Leveraging a Powerful Return on the Investment

Public private partnerships: AmeriCorps leverages substantial private investment—more than \$480 million in non-CNCS funds each year from businesses, foundations, and other sources. AmeriCorps has cut costs and become more efficient by supporting more members with fewer federal dollars.

Mobilizing volunteers: AmeriCorps is a powerful catalyst and force-multiplier for community volunteering. Last year AmeriCorps members recruited, trained, and supervised more than 4 million community volunteers for the organizations they serve.

AmeriCorps Fast Facts

800,000	Number of people who have served as AmeriCorps members since 1994.
1 billion	Total number of hours served by AmeriCorps members since 1994.
5.2 million	Number of disadvantaged youth tutored, mentored, or served by AmeriCorps members in fiscal 2011.
4 million	Number of community volunteers managed or mobilized by AmeriCorps members in fiscal 2011.
\$480 million	Value of cash and in-kind donations leveraged by AmeriCorps members in fiscal 2010.
15,000	Number of AmeriCorps service locations in 2012.
\$2.4 billion	Total amount of Segal AmeriCorps Education Awards earned by AmeriCorps members since 1994.



Fact Sheet

Annual Statistical Highlights*

- Community Volunteers Recruited and Managed by VISTAs
1.1 million
- Hours Served by Community Volunteers
11.7 million
- Veterans and Military Families served
115,000
- Veterans and Military Family Members Engaged as Community Volunteers
12,610
- Disadvantaged Youth Receiving Services
2.5 million

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www.AmeriCorps.gov

AmeriCorps VISTA



AmeriCorps VISTA (Volunteers In Service To America) taps the skills, talents, and passion of more than 8,000 Americans annually to support community efforts to overcome poverty. The program's nationwide corps of VISTAs commits full-time for a year at nonprofit organizations or local government agencies to build the capacity of these organizations to carry out programs that tackle poverty. VISTAs recruit and manage community volunteers, raise funds, and help manage projects. VISTAs support programs that improve literacy, expand job opportunities, develop financial assets, reduce homelessness, and improve health services. They also support programs that increase housing opportunities, increase economic opportunities for low-income veterans and military families, and expand access to technology for those living in rural and urban areas of poverty across America.

Core Principles of AmeriCorps VISTA

Anti-Poverty Focus: AmeriCorps VISTA supports community efforts to overcome poverty. Any nonprofit organization, educational institution, or tribal or public agency with a project explicitly designed to alleviate poverty may sponsor a VISTA.

Community Empowerment: AmeriCorps VISTA values the inherent strengths and resources of the community. VISTA expects project sponsors to involve residents of the community in planning, developing, and implementing the VISTA project. This approach allows low-income individuals the freedom to speak for themselves in determining the projects that suit their specific needs.

AmeriCorps VISTA Statistical Highlights*

■ AmeriCorps VISTAs	5,958
■ Summer Associates	2,207
■ Hours served by VISTAs	12.6 million
■ VISTA projects	1,132
■ Value of cash and in-kind resources raised	\$170.1 million
■ Annual Federal Funding	\$94.81 million

* Statistics are for fiscal year 2012

Capacity Building: AmeriCorps VISTA expands the ability of sponsor organizations to fight poverty. VISTAs strengthen and support organizations by building infrastructure, expanding community partnerships, securing long-term resources, coordinating training for participants, and much more. These capacity-building activities enable organizations to provide better services to low-income individuals and communities.

Sustainable Solutions: VISTAs serve as a short-term resource to help sponsor organizations achieve lasting solutions to poverty.

Become an AmeriCorps VISTA

AmeriCorps VISTA is open to U.S. citizens or lawful permanent residents age 18 and older. VISTAs choose from projects throughout the country, based on their skills and interests, and serve full time for one year with community-based organizations. During their service, VISTAs receive a living allowance, as well as health care, child care, training, relocation expenses, and liability insurance. After a successful year of service, VISTAs receive either a \$1,500 stipend or a Segal AmeriCorps Education Award equal to the maximum amount of the federal Pell Grant. The award can be used to pay for educational expenses at qualified institutions of higher education, or to pay back qualified student loans. For VISTA service approved in fiscal year 2013, the education award is \$5,550.*

Find out more at AmeriCorps.gov
Or call 800-942-2677
TTY 800-833-3722

* Check AmeriCorps.gov for the annual updated amount.

Sponsor a Project

Any nonprofit organization or public agency involved in alleviating poverty may partner with AmeriCorps VISTA to develop a project and host VISTAs. Potential sponsors must have the capacity and commitment to recruit, train, supervise, and support VISTAs.

View these additional resources at AmeriCorps.gov:

- *Guide to Becoming a VISTA Sponsor*
- *VISTA 101: Understanding VISTA*

Contact the local CNCS State Office

Or call 202-606-5000

TTY 202-565-2799

Email: vista@americorps.gov

Corporation for National and Community Service

AmeriCorps VISTA is an anti-poverty program created by the federal government in 1964. The first class of VISTAs began serving in 1965. In 1993, VISTA became part of AmeriCorps, a network of national and community service programs that annually engage more than 75,000 members in intensive service to meet critical needs in disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families. AmeriCorps is administered by the Corporation for National and Community Service, the federal agency that improves lives, strengthens communities, and fosters civic engagement through service and volunteering. Each year CNCS engages more than five million Americans of all ages and backgrounds in service to meet local needs through AmeriCorps, Senior Corps, the Social Innovation Fund, and other programs, and leads President Obama's national call to service initiative, United We Serve. For more information on the Corporation, visit www.NationalService.gov.



Fact Sheet

Annual Statistical Highlights*

- Constructed, renovated, or weatherized 1,000 homes
- Served 125,000 meals, including 85,000 meals in disaster areas
- Supported 30,000 students in out of school programs
- Planted 438,000 trees and native plants
- Restored 17 miles of streams and rivers

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AmeriCorps NCCC



AmeriCorps NCCC (National Civilian Community Corps) is a full-time, team-based residential service program for individuals ages 18-24. NCCC members are organized into 10-12 member teams and serve in local communities in all 50 states and U.S. territories.

The mission of AmeriCorps NCCC is to strengthen communities and develop leaders through team-based national and community service.

Based out of five regional campuses in Maryland, Mississippi, Iowa, Colorado, and California, teams of members complete 6-8 week intensive national service, doing projects proposed by community sponsors who identify needs within their communities and request NCCC assistance.

Project sponsors include national, community and faith-based nonprofit organizations; municipal and state governments; federal agencies and programs; city, state, and national parks; Native American communities; and schools throughout the United States.

NCCC Team Service Areas

Natural and Other Disasters

Natural and Other Disaster projects address the needs of communities affected by floods, hurricanes, wildfires and other disasters. The focus is on preparedness, mitigation, response and recovery projects.

Infrastructure Improvement

Infrastructure Improvement projects contribute to the safety and well-being of community members through repairing and building structures. In addition, projects will improve basic facilities and services needed for the functioning of the community.

Environmental Stewardship and Conservation

In the tradition of the Civilian Conservation Corps of the 1930s, Environmental Stewardship and Conservation projects help preserve and enhance a community's natural resources.

Since 2000, AmeriCorps NCCC teams have:

- Assisted 7,436,692 people in disaster areas
- Recruited or coordinated 659,233 volunteers
- Constructed or restored 8,738 miles of trail
- Removed 21,532 tons of debris or vegetation

*These reflect the accomplishments of 1,200 NCCC members during the 1.5 million hours they served in FY 2011 (Oct 1 – Sept 30, 2011)

Energy Conservation

Energy Conservation projects promote energy efficient practices with organizations, communities, families, or individuals.

Urban and Rural Development

Urban and Rural Development projects address the special needs of communities in ways that improve the quality of life for citizens and the success of whole communities.

Become an AmeriCorps NCCC Member

AmeriCorps NCCC is open to all U.S. citizens or lawful permanent residents ages 18-24. NCCC is the experience of a lifetime! Member benefits include room and board, living allowance, health benefits, Segal AmeriCorps Education Award of \$5,500*, student loan deferment, training, uniforms and gear. To apply to be a member: please visit americorps.gov/nccc for more information

Become an AmeriCorps NCCC Sponsor

NCCC provides a team of approximately 10 members who arrive with their own transportation, are supervised by a team leader, to help accomplish project goals and objectives defined by the sponsor. There is no direct charge or match required to receive a NCCC team, but sponsoring organizations are asked to provide: lodging, assistance with food costs, on-site technical supervision, materials and tools, and support for service learning. To apply to be a project sponsor, please visit americorps.gov/nccc for more information.

Corporation for National and Community Service

AmeriCorps NCCC, was implemented by the federal government in 1994, and is a program of the Corporation for National and Community Service, the federal agency that improves lives, strengthens communities, and fosters civic engagement through service and volunteering.

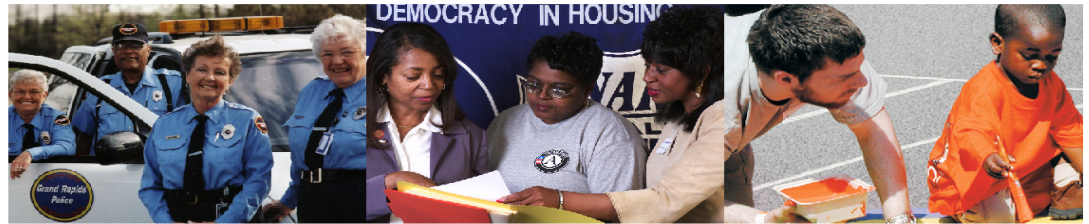
*The Segal AmeriCorps Education Award will be equal to the amount of the Pell Grant. Check Americorps.gov for updated amount.

Fact Sheet

- Nation's largest grant-maker for service and volunteering
- Participants serve at 70,000 service locations
- Engages nearly 5 million Americans in service each year
 - More than 360,000 Senior Corps volunteers
 - 80,000 AmeriCorps members
- Leverages more than \$800 million in outside funding and donations each year
- Leads President's United We Serve initiative

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NationalService.gov

Corporation for National and Community Service



The Corporation for National and Community Service (CNCS) improves lives, strengthens communities, and fosters civic engagement through service and volunteering. As the nation's largest grant maker in support of service and volunteering, CNCS engages more than five million Americans of all ages and backgrounds in service to their communities each year through Senior Corps, AmeriCorps, the Volunteer Generation Fund, the Social Innovation Fund (SIF), and other programs, and leads President Obama's call to service initiative, United We Serve. Participants in CNCS programs and the community volunteers they help coordinate enable tens of thousands of national and local nonprofit organizations, faith-based groups, schools, and municipal agencies to solve tough problems and meet local needs in education, health, the environment, veterans, economic opportunity, and other critical areas.

AmeriCorps

AmeriCorps provides opportunities for 80,000 Americans each year to give intensive service to their communities and country through three programs: AmeriCorps State and National, AmeriCorps VISTA, and AmeriCorps NCCC (National Civilian Community Corps). AmeriCorps members tutor and mentor youth, build affordable housing, assist veterans and military families, provide health services, run after-school programs, help communities respond to disasters, and build the capacity of non-profit groups to become self-sustaining,

among many other activities. AmeriCorps members in recent years have stepped up their role in recruiting, training, and managing volunteers of all ages and backgrounds, supporting 4 million community volunteers in 2012 alone. In exchange for a year of full-time service, members earn a Segal AmeriCorps Education Award that can be used to pay for college or graduate school, or to pay back qualified student loans. Since 1994, more than 820,000 Americans have given 1 billion hours of service through AmeriCorps.

Senior Corps

Each year Senior Corps taps the skills, talents, and experience of more than 360,000 Americans age 55 and older to meet a wide range of community challenges through three programs: RSVP, the Foster Grandparent Program, and the Senior Companion Program. RSVP volunteers help local police departments conduct safety patrols, participate

in environmental projects, provide intensive educational services to children and adults, and respond to natural disasters, among many other activities. Foster Grandparents serve one-on-one as tutors and mentors to young people with special needs. Senior Companions help homebound seniors and other adults maintain independence in their own homes.

Social Innovation Fund

The Social Innovation Fund represents a new approach by the federal government to address urgent national challenges. Its function is to mobilize public and private resources to grow the impact of promising, innovative community-based solutions that have evidence of compelling results in three areas of priority need: economic opportunity, healthy futures and youth development. In its first three competitions, the Social Innovation Fund has awarded \$137 million to 20 intermediary grantmakers, which have made subgrants to nearly 200 subgrantees in 34 states and the District of Columbia, reaching over 174,000 individuals and will continue to impact tens of thousands more. With its unique public-private partnership structure, the Social Innovation Fund has already generated commitments of \$360 million in non-federal resources.

Other Programs and Initiatives

- The **Volunteer Generation Fund** strengthens the nation's civic infrastructure by helping nonprofits recruit, manage, and support more volunteers.
- The **September 11th National Day of Service and Remembrance** offers Americans the opportunity to honor victims, survivors, and those who rose up in service on September 11, 2001 through charitable service.
- The **King Day of Service** supports community organizations in their efforts to engage local citizens in service on the Martin Luther King, Jr. federal holiday.
- The **President's Higher Education Community Service Honor Roll** honors colleges and universities for the commitment of their students, faculty, and staff to community service.
- The **National Service Knowledge Network** provides training and resources to national service programs and nonprofits seeking to expand their capacity and impact.
- The CNCS annual **Volunteering and Civic Life in America** report provides comprehensive data to

state and local leaders to help them expand the impact of service.

Service as a Solution

President Barack Obama is deeply committed to advancing the role of service in addressing our national challenges and in making service part of the life of every American. With bipartisan Congressional support, the President has worked with CNCS to focus service on pressing social problems; expand opportunities for more Americans of all ages and backgrounds to serve; build the capacity of individuals, nonprofits, and communities; and embrace social innovation. The agency's 2011-2015 Strategic Plan builds on the strong foundation of national service that has developed over the past four decades and the vision set forth in the bipartisan Edward M. Kennedy Serve America Act of 2009. The plan recognizes that national service will have its greatest impact if we target resources on a core set of critical problems and carefully measure our progress. It prioritizes six major challenges facing communities: disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families. It also provides strategies and performance measures which determine how we will evaluate our success over the coming years.

United We Serve

In June 2009, CNCS joined with the White House to launch United We Serve, a challenge to all Americans to engage in sustained, meaningful community service to help in our nation's renewal and recovery. Americans have responded enthusiastically to the President's call, joining with friends and neighbors to replenish food banks, support veterans and military families, restore public lands, and more. The Administration has worked with technology leaders to develop a volunteer matching tool for the Serve.gov website featuring more than 250,000 volunteer opportunities, and teamed up with top sports stars and celebrities to promote volunteer service.

It's all AmeriCorps, What's the Difference?

What	AmeriCorps State/National	A*VISTA
Mission	Strengthening communities & solving community problems; promoting civic responsibility	Poverty alleviation: perform service; generate resources; encourage volunteerism
Overall Service Focus	Direct: Programming; Recruiting Volunteers; Limited Fundraising	Indirect: Capacity Building - Office Systems; Curricula; Public Relations; Financial & Volunteer Resource Development
Program Sponsor	Various organizations in Vermont receive grant funding through the Corporation for National and Community Service.	In Vermont: SerVermont and Vermont Agency of Human Services (Umbrella Program), Washington County Youth Service Bureau (Vermont Youth Tomorrow)
Program Goals	Various programs, various goals	Increase capacity of communities to support innovative programs that help Vermonter's transcend poverty.
Living Allowance	Set forth by program.	Based on the Poverty Level: Chittenden & Franklin Cos. = \$12,696; Rest of VT = \$11,124
Educational Award	\$5,645-full-time	\$5,645, or option for lesser cash alternative.
End-of-the year Stipend	Not available	\$1,500 (in lieu of Educational Award)
Loan Deferment/Forbearance	Available for qualifying loans	Available for qualifying loans
Health Care	Provided by site or program for full-time members	Health Care Plan--Basic Plan (paid by CNCS)
Life Insurance	Not available	Optional (paid by member; \$2.07 per paycheck)
Child Care Subsidy	Available if member meets guidelines	Available if member meets guidelines
Full or Part Time	Serve either full or part-time	Full time only
Hours	1,700 (full-time); 900 (half-time); 450 (quarter-time)	24 /7 (average around 40 per week)
Term of Service	Full-time: 9-12 mos.; Part-time: up to 12 mos.	One year
Enrollment in School	Can be a student, coordinate with site	Can take classes, but service comes first
Outside Employment	Can work at another job, must coordinate with site.	CANNOT have any other job
Fundraising	Limited fundraising, Member may fundraise for projects, but may not fundraise for general/overhead funds.	YES!
Lobbying, Demonstrations, or Political Activity	NO! (during service hours)	NO! (see Member Handbook)
Religious Proselytizing	NO! (during service hours)	NO!
Pro or Anti Union Activity	NO! (during service hours)	NO!
Displace Employees	NO!	NO!
Relocation Allowance	NO!	YES!
Training (For Service & Career Development)	YES!	YES!

ECO AmeriCorps

DISASTER SERVICES | ECONOMIC OPPORTUNITY | EDUCATION | ENVIRONMENTAL STEWARDSHIP | HEALTHY FUTURES | VETERANS AND MILITARY FAMILIES



National Service in Vermont



MEETING COMMUNITY NEEDS IN VERMONT

More than 2,400 people of all ages and backgrounds are helping to meet local needs, strengthen communities, and increase civic engagement through national service in Vermont. Serving at more than 98 locations throughout the state, these citizens tutor and mentor children, support veterans and military families, provide health services, restore the environment, respond to disasters, increase economic opportunity, and recruit and manage volunteers.

This year, the Corporation for National and Community Service (CNCS) will commit more than \$5,130,000 to support Vermont communities through national service initiatives. CNCS invests in cost-effective community solutions--working hand in hand with local partners to improve lives, expand economic opportunity, and engage citizens in solving problems in their communities. Serving in many of the state's most impoverished communities, CNCS provides vital support to schools, food banks, homeless shelters, community health clinics, youth centers, veterans service facilities, and other nonprofit and faith-based organizations at a time of growing demand for services. Through a unique public-private partnership, this federal investment will leverage an additional \$2,810,000 in other resources to strengthen community impact, build local support, and increase return on taxpayer dollars.

AmeriCorps: This year AmeriCorps will provide more than 300 individuals the opportunity to provide intensive, results-driven service to meet education, environmental, health, economic, and other pressing needs in communities across Vermont. Most AmeriCorps grant funding goes to the Vermont Commission on National and Community Service, which in turn awards grants to nonprofit groups to respond to local needs. Most of the remainder of the grant funding is distributed by CNCS directly to multi-state and national organizations through a competitive grants process. Other individuals serve through AmeriCorps VISTA, whose members help bring individuals and communities out of poverty by serving full-time to fight illiteracy, improve health services, create businesses, and increase housing opportunities, and AmeriCorps NCCC (National Civilian Community Corps), a 10-month, full time residential program for men and women between the ages of 18 and 24. In exchange for their service, AmeriCorps members earn an education award that can be used to pay for college or to pay back qualified student loans. Since 1994, more than 4,200 Vermont residents have served more than 6.2 million hours and have qualified for Segal AmeriCorps Education Awards totaling more than \$14,000,000.

Senior Corps: More than 2,100 seniors in Vermont contribute their time and talents in one of three Senior Corps programs. Foster Grandparents serve one-on-one as tutors and mentors to more than 1,500 young people who have special needs. Senior Companions help more than 440 homebound seniors and other adults maintain independence in their own homes. RSVP volunteers conduct safety patrols, renovate homes, protect the environment, tutor and mentor youth, respond to natural disasters, and provide other services through more than 5 groups across Vermont.

Social Innovation Fund: The Social Innovation Fund transforms lives and communities using limited federal investment as a catalyst to grow the impact of nonprofits with evidence of strong results. It harnesses the expertise of grantmaking intermediaries to identify, evaluate and expand effective nonprofits and engages funding partners to contribute nearly three dollars to every one federal dollar invested. As the Social Innovation Fund network grows programs that work in Vermont, more people are able to overcome their most pressing challenges in the areas of economic opportunity, health, and youth development. The Social Innovation Fund is investing \$100,000 in expanding the impact of 1 nonprofit in Vermont.

The Corporation for National and Community Service is a federal agency that improves lives, strengthens communities, and fosters civic engagement through service and volunteering. CNCS annually engages more than five million Americans in service to meet local needs through Senior Corps, AmeriCorps, and national days of service; improves communities through the Social Innovation Fund, and leads President Obama's national call to service initiative, United We Serve. To learn more visit NationalService.gov or Serve.gov or call 202-606-5000 or TTY 1-800-833-3722.

Information on this page reflects active programs as of March 11, 2013

National Service in Vermont

Other AmeriCorps State Programs

CEDO We All Belong AmeriCorps*State Program

Sponsor: City of Burlington's Community & Economic Development Office (CEDO)

Area: Greater Burlington Area, Chittenden County

Focus: Vermont's population is becoming more diverse and reflective of a global citizenry. The We All Belong Program works with Burlington area non-profits, schools and city departments to create more inclusive workplaces and to effectively serve Burlington's ever diversifying community. Agencies work on their cultural competence, or their ability to work across difference. Teams from fifteen agencies participate in a year-long organization change process guided by trainings, coaching and supported by an AmeriCorps. The We All Belong Program hires local leaders from our diverse community to serve as AmeriCorps members to help make connections between what the community needs and what (and how) agencies are providing support.

Contact: City of Burlington's Community & Economic Development Office (CEDO)

Room 32, City Hall, 149 Church St, Burlington, VT 05401

802.865.7178

Marcella Gange, Director, We All Belong Program

mgange@burlingtonvt.gov

Website: www.burlingtonvt.gov/CEDO/

Lyndon Economic Opportunity AmeriCorps Program (LEAP)

Sponsor: Lyndon State College

Area: Northeast Kingdom, Vermont

Focus: Early Literacy and outreach, after school programming, and positive youth development.

Contact: Lyndon State College, 1001 College Road, Lyndonville, VT 05851

802.626.6638

Lindsay Carpenter, Program Director, lindsay.jones@lsc.vsc.edu

Vermont Housing and Conservation Board AmeriCorps (VHCB AmeriCorps)

Sponsor: Vermont Housing and Conservation Board

Area: Statewide

Focus: Since 1997, the VHCB AmeriCorps Program has been serving Vermont communities, cultivating leaders, and inspiring collaborative solutions to expand housing opportunities and steward our natural resources. Serving on the front lines of community-based organizations, VHCB

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AmeriCorps members energize, engage, and empower Vermonters to address unmet needs at a local level, collectively creating positive change statewide. Through a grass roots approach, we believe we can bring Vermonters together, incite a spirit of active citizenship and build a healthy future for Vermont.

VHCB AmeriCorps members support Vermont families, communities and non-profits working to create more stable affordable housing while preserving the natural and working landscape of Vermont. Member service positions address needs in the areas of affordable housing, homeownership, financial literacy, emergency and transitional housing, environmental stewardship, environmental education, and energy efficiency/weatherization.

Contact: 58 E. State Street, Montpelier, VT 05602
802.828.3253
Francis Sharpstene, Program Director, francis@vhcb.org
Website: www.vhcb.org/acorps

Vermont Youth Development Corps AmeriCorps State Program (VYDC)

Sponsor: Washington County Youth Service Bureau/Boys and Girls Club

Area: State of Vermont

Focus: VYDC members serve at innovative, youth-focused organizations that address critical community issues. Members help communities embrace and value targeted, results driven investment in youth initiatives that ensure that youth thrive and ultimately become healthy, engaged citizens. VYDC service activities are designed to increase youth participation in quality programs and activities that encourage healthy, active lifestyles and discourage unhealthy behavior. VYDC members do the following:

- introduce youth to growing, preparing, and eating healthy food;
- help youth develop consistent exercise practices through recreation, sports, and other movement activities
- bolster success in school and provide job readiness training;
- develop strategies for youth struggling with homelessness, emotional issues, substance use, and physical and emotional abuse
- support youth in military families;
- foster ongoing positive mentoring relationships with adult role models; and
- foster youth connections to the community through service learning and increase their belief that they can make a difference.

To accomplish the above, members implement effective, research-based programs; counsel youth; develop relationships and support within the community; recruit and manage volunteers; create public relations tools; design and maintain databases and other operational systems; and seek in-kind and cash donations to ensure program viability. Members gain professional skills and experience that will serve them in seeking meaningful employment, as well as develop a commitment to a life of active civic engagement.

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Contact: P.O. Box 627 / 38 Elm Street, Montpelier, VT 05601-0627
802.229.9151

M. Kadie Schaeffer, Director of National Service Programs, vyt.vydc@gmail.com

Website: <https://sites.google.com/a/wcysb.org/vydc/home>

VISTA Programs

SerVermont A*VISTA Program

Sponsor: SerVermont at the VT Agency of Human Services

Area: Statewide

Focus: SerVermont A*VISTA Program is a statewide national service program in its pilot year. The program will place 27 A*VISTA members at community-based organizations, schools, and state and municipal agencies whose missions and VISTA assignments cover a wide variety of focus areas. Our VISTA members build and strengthen systems in order to increase their site's capacity to provide services that alleviate poverty to those who need them most in the community. SerVermont A*VISTA Program receives operational funding from the Corporation for National and Community Service.

Contact: 208 Hurricane Lane, Williston, VT 05495-2069

802.871.3158

Google Voice: 802.505.7468

Skype: servontvista

Phil Kolling Philip.Kolling@state.vt.us

Website: <http://vtcnsc.vermont.gov/>

Vermont Campus Compact A*VISTA Program (VCC)

Sponsor: Vermont Campus Compact

Area: Statewide

Focus: The Northern New England AmeriCorps*VISTA Collaboration is comprised of the Campus Compact state affiliates in Maine, New Hampshire and Vermont. This collaboration is based on mutual interest in supporting service and service-learning and strengthening pathways to higher education as anti-poverty measures. The 2012-2013 Northern New England AmeriCorps VISTA members will develop programming on campuses across Maine, New Hampshire and Vermont that will increase access and retention to higher education for low income individuals by providing programming focused on improving college aspirations, increasing the belief that college is an option and increasing access to higher education for low income individuals seeking higher education.

Vermont Campus Compact is a statewide consortium of 17 college and university presidents committed to higher education's civic mission to strengthen communities and educate for informed and active citizenship. VCC presidents believe that through sustained and creative student, faculty and institutional

engagement with communities, higher education can help prepare tomorrow's civic and social leaders while strengthening communities and improving lives in Vermont and elsewhere. Vermont Campus Compact facilitates individual, institutional, and community growth by connecting people and ideas and actions. VCC provides myriad grants, training and resources; creates networks and convenes stakeholders; highlights outstanding accomplishments and exemplary practices; and responds to the unique requests of our diverse portfolio of higher education institutions as they aim to realize their civic and social mission.

Contact: SMC-Box 289 / One Winooski Park, Colchester, VT 05439
802.654.2092
Carrie Williams Howe, cwilliamshow@smcvt.edu
Website: <http://vtcampuscompact.org>

Vermont Youth Tomorrow A*VISTA Program (VYT)

Sponsor: Washington County Youth Service Bureau/Boys and Girls Club
Area: Statewide

Focus: VYT A*VISTA members focus on alleviating poverty by mobilizing resources and building organizational capacity at community-based organizations, schools, and municipalities. VYT members help youth succeed academically, develop job skills, get healthy meals, learn about sustainable agriculture and environmental stewardship, and become actively involved in their communities. VYT members design curricula, recruit volunteers, increase funding, provide healthy meals, help families connect with affordable housing, support youth in foster care, and develop connections within the community to enrich programs that engage youth often overlooked by society, including youth in military families. VYT members help communities understand and value investment in youth, as well as develop systems to ensure a lasting positive impact on youth, families, and the community. VYT members gain important professional skills and experience, as well as build and reinforce their belief in the power of community service.

Contact: P.O. Box 627 / 38 Elm Street, Montpelier, VT 05601-0627
802.229.9151
M. Kadie Schaeffer, Director of National Service Programs, vyt.vydc@gmail.com
Website: <http://sites.google.com/site/vermontyouthtomorrowavista/>

National Senior Service Corps

FOSTER GRANDPARENT PROGRAM

The Foster Grandparent Program recruits income eligible persons, age 55 and over, to serve children and youth in child care centers, preschools, Head Starts, and public schools. Foster Grandparents may serve 15 to 40 hours a week and receive a small, tax-free stipend. They provide services that may include tutoring, one on one homework assistance, literacy, math, or other subject assistance.

TriCounty Foster Grandparent Program

412 Farrell Street, Suite 200, South Burlington, VT 05403

Director: Holly Reed

802.860.1677 Facsimile: 802.864.7401

E-mail: fgp@unitedwaycc.org

Website: www.unitedwaycc.org for volunteer listings click "Volunteer Now"

Counties Served: Chittenden, Franklin, Grand Isle, Washington

Green Mountain Foster Grandparent Program

6 Court Street, Rutland, VT 05701

Director: Nan Hart

802.773.4719 Facsimile: 802.747.7689

E-mail: fgprutland6@aol.com

Website: www.volunteersinvt.org

Counties Served: Rutland, Bennington, Addison

RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

RSVP recruits, supports and places persons, 55 and over, in a variety of non-profit agencies and health care facilities. RSVP volunteers provide a wide range of services to meet critical community needs and may serve at a rate that suits their schedule. Professional Volunteer Management staff work with the volunteers and the Volunteer Sites to ensure satisfaction for both the volunteer and the organization. Many of the RSVP's offer "Signature Programs" which are direct service programs designed, managed, and maintained by the RSVP staff such as RSVP Bone Builders.

Green Mountain RSVP and Volunteer Center

215 Pleasant Street, Bennington, VT 05201

Director: Pat Palencsar

802.447.1545 F Facsimile: 802.447.1868

E-mail: ppalencsar@greenmtncn.org

Website: <http://rsvpvt.org>

Counties Served: Bennington, Windham, Windsor

RSVP and Volunteer Center for Central VT & the Northeast Kingdom

PO Box 433, Barre, VT 05641

Director: J. Guy Isabelle

T: 828-4770 F: 828-5476

E-mail: mgdaddy105@aol.com

Website: www.volunteervt.com

RSVP of Chittenden County

412 Farrell Street, Suite 200

South Burlington, VT 05403

Director: Amy Carmola

T: 860-1677 F: 864-7401

E-mail: rsvp@unitedwaycc.org

Website: www.unitedwaycc.org for volunteer listings click "Volunteer Now"

RSVP of Rutland/Addison County

6 Court Street Rutland, VT 05701

Director: Nan Hart

802. 775.8220 Facsimile: 802. 775.8221

E-mail: rsvp@volunteersinvt.org

Website: www.volunteersinvt.org

SENIOR COMPANION PROGRAM

The **Senior Companion Program** recruits income eligible persons, age 55 and over, to serve frail older adults to help them remain independent in their homes. Senior Companions may serve 15 to 40 hours a week and receive a small tax-free stipend of \$2.65/hour for their service.

SENIOR COMPANION PROGRAM**VT Senior Companion Program**

Central VT Council on Aging

PO Box 433, Barre, VT 05641

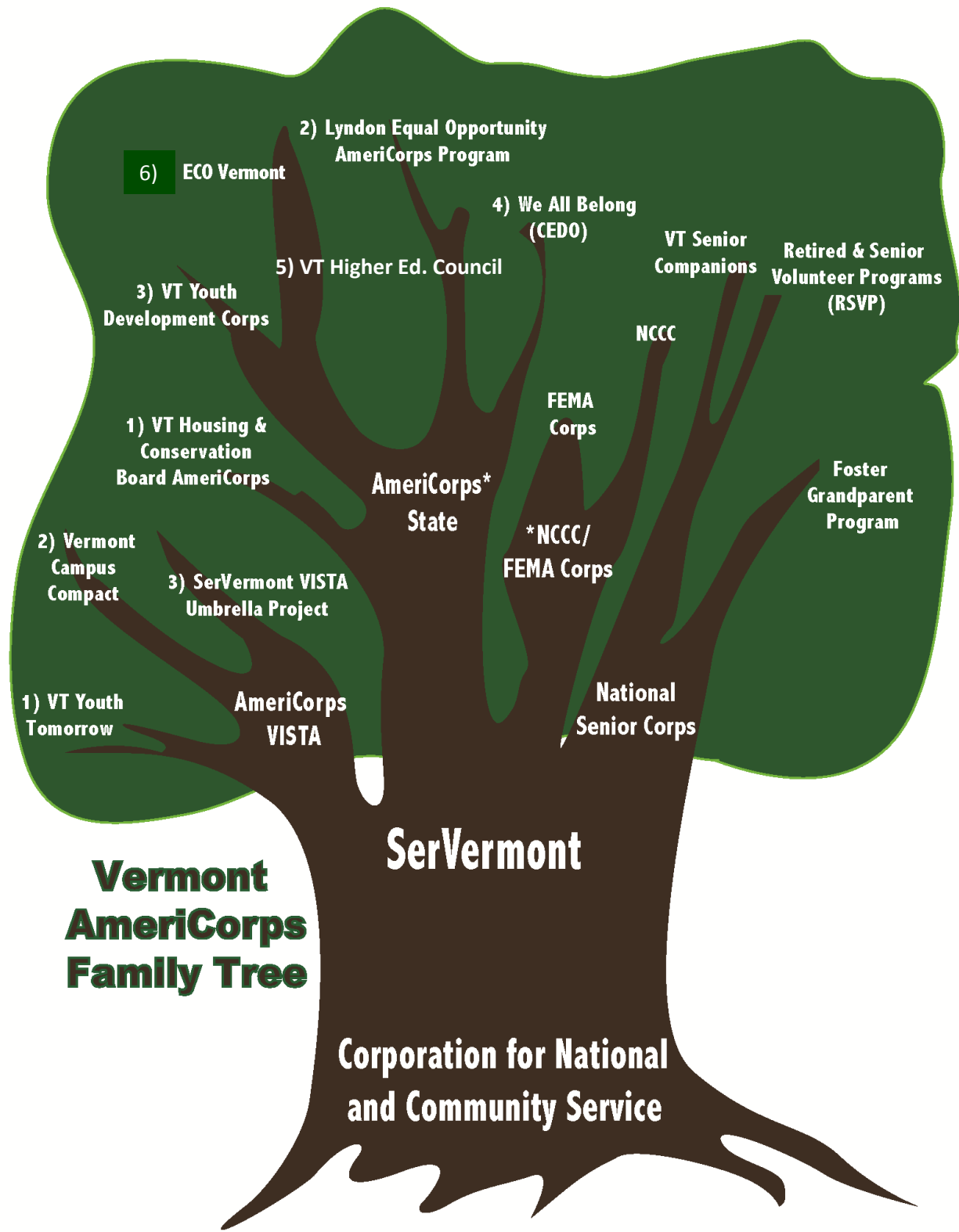
Director: J. Guy Isabelle

802. 828.4770 Facsimile: 802. 828.5476

E-mail: mgdaddy105@aol.com

Website: www.volunteervt.com

ECO AmeriCorps



What makes an AmeriCorps Member different from an employee?

It's key to understand the differences between an AmeriCorps Member and a regular employee and make sure that other staff is aware of the differences. The differences provide a frame for how to meet the unique needs of the member. Working with your staff, you may want to coach them on the differences.

Some Key Differences:

- ***Motivation for applying*** - Members are motivated by a desire to serve the community and 'get things done'. Members receive little in the way of monetary compensation, and instead are driven by satisfaction of their serving. This makes it very important to have quality service opportunities for successful projects lined up for the member(s).
- ***Potential need for greater support & coaching*** - Members may be young and/or have little experience. In addition to technical training, members may need assistance with general and basic job skills.
- ***Compensation*** - Members do not receive a wage or salary. Instead members receive a minimal living allowance, frequently set at/near the poverty level and subject to state and federal tax. Members also receive an education award at the completion of their service (also subject to tax). They may opt to enroll in the AmeriCorps health insurance whereby the monthly premium is covered. Additionally, members are gain valuable skills, training and networking opportunities through their service.
- ***Tenure in position*** - Members are placed at sites on a temporary basis, most commonly 11 months. Full-Time members are contracted to complete at least 1,700 hours, while half-time members will complete 900 hours of service. Members may sign on for a second term of service, but are not allowed to serve more than 4 terms of service.
- ***Responsibilities*** - Members are guided by a position description developed before the position begins. AmeriCorps positions should fill a unique niche at the organization, and should not displace other employed positions. Members also have many responsibilities to the AmeriCorps program. These responsibilities may include attending trainings, completing reports, engaging in other service projects, service learning activities, etc.
- ***Regional and national implications*** – AmeriCorps is nationwide program that engages more than 80,000 members each year. As part of this program, members are subject to a special set of rules and regulations. *See below for an overview of these rules and regulations. In addition, members may be called away from the site for events that relate to AmeriCorps, such as providing relief services in the case of a disaster.

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- **Ability to terminate** - Unlike an employee, a member may not be “fired.” Members and sites must adhere to the grievance procedure set forth by the AmeriCorps Program. If an issue cannot be resolved and the member or site wishes to terminate the position, the program may exit the member from the program. In some cases, the member may be able to relocate to another site and/or the position may be refilled.
- **Orientation** - Orientation might be different for members. Members will attend an AmeriCorps Orientation before or at the start of their service. If members are relocating from another area, supervisors may have to help members meet some basic needs that a regular employee wouldn’t require. For example, the supervisor may want to assist the member in finding a place to live, find are resources, and access local networks.
- **Contracts** - AmeriCorps Members are placed for a contracted period, and are not permanent employees. The member will need to be thinking of “what’s next?” during their service. Sites should support the member in using their service experience as a springboard for “life after AmeriCorps.”
- **Support and Needs** - There’s a potential need for greater support. The member may be young, in his or her first office position, transitioning from the corporate world to a nonprofit, or from a managerial position to a lesser one. The supervisor may need to help the member adjust to both the nonprofit world and to the cultures of the organization and community.

In the case that the site is hosting members from various branches of service, the site should be aware of the differences. The three branches of service are 1. AmeriCorps State and National, 2. AmeriCorps VISTA, and 3. AmeriCorps NCCC/FEMACorps. Each branch is subject to a different set of regulations, and there are differences in what the member can and can’t do.



*AmeriCorps Rules and Regulations Overview

Members are explicitly prohibited from the following activities while accruing AmeriCorps hours or otherwise representing AmeriCorps:

- Attempting to influence legislation; Organizing or engaging in protests, petitions, boycotts, or strikes, Engaging in any partisan political activities or influencing public elections
- Assisting, promoting, or deterring union organizing/collective bargaining
- Engaging in religious instruction or conducting worship services, or providing service that includes mandatory religious instruction or worship
- Providing a direct benefit to a business organized for profit; a labor union; or a partisan political organization;
- Conducting a voter registration drive
- Providing abortion services



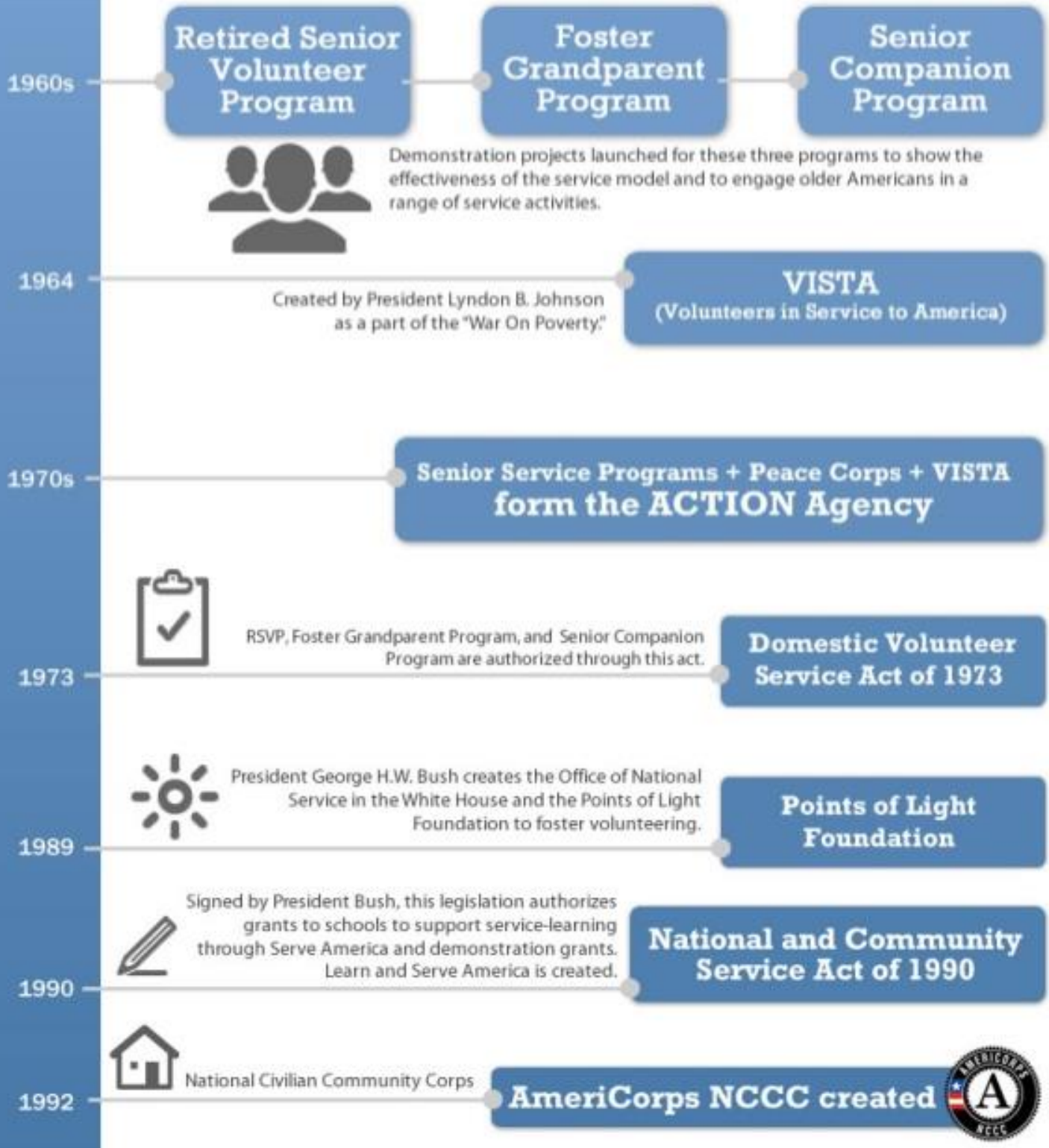
Prohibited AmeriCorps Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

History of National Service



ECO AmeriCorps

1993

Corporation for National and Community Service created

Corporation for
NATIONAL & COMMUNITY SERVICE 

AmeriCorps created; Senior Corps incorporates the three senior-focused programs: RSVP, Foster Grandparents, and Senior Companions.



AmeriCorps incorporates VISTA and NCCC

AmeriCorps created



1994

King Holiday and Service Act of 1994

Congress establishes MLK Day as a day of service.



2002



After 9/11, President George W. Bush asks all Americans to devote **two years or 4,000 hours to volunteer service** during their lifetimes.

2002 State of the Union Address

2006



Launched by CNCS to honor the nation's top colleges and universities for their commitment to community service, civic engagement, and service-learning.

President's Higher Education Community Service Honor Roll

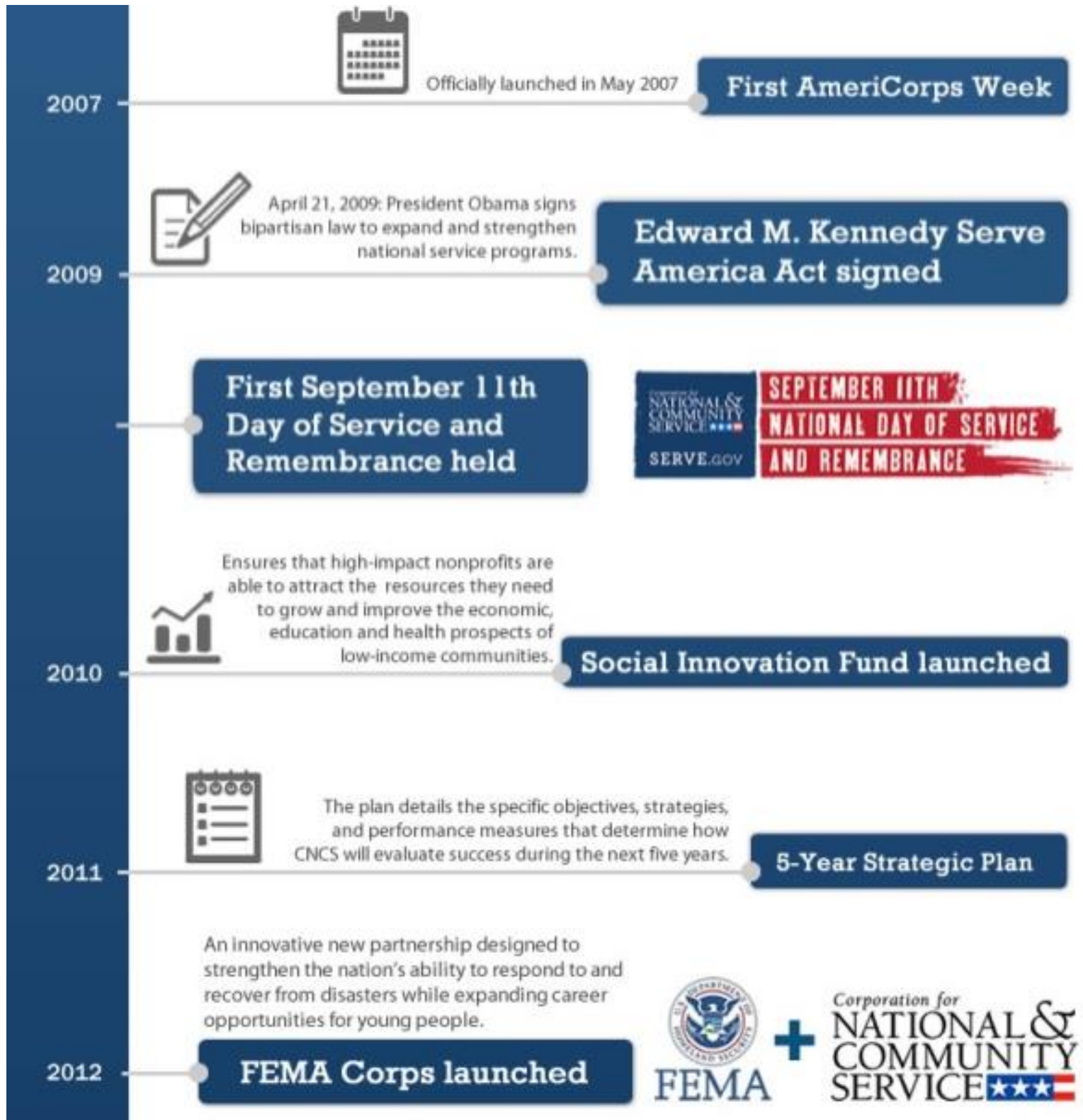
2007



Officially launched in May 2007

First AmeriCorps Week

ECO AmeriCorps



AmeriCorps FAQs

Is AmeriCorps like Peace Corps?

Yes. AmeriCorps is often referred to as "the domestic Peace Corps." Both agencies are committed to service, and both offer challenging and rewarding full-time opportunities. Peace Corps assignments are all overseas, and AmeriCorps members serve only in the US. While Peace Corps Volunteers serve for two years, a stint in AmeriCorps usually lasts 10 months to one year. (Some AmeriCorps projects also offer part-time opportunities, and some AmeriCorps members serve more than one term of service.)

What skills do members need to have?

Some programs have specific skill requests in certain areas, and others look for a bachelor's degree or a few years of related volunteer/job experience. For others, motivation and commitment to service may be the primary requirement.

Do members get paid?

For all AmeriCorps programs, members receive a modest living allowance, and some programs provide housing. Members may not save much money during your year of service, but most members find the living allowance to be adequate to cover their needs. AmeriCorps members who complete a term of service also receive an AmeriCorps Education Award.

Is there an age requirement?

Members must be at least 17 years old, although some service opportunities require them to be at least 18. For one of our programs, the National Civilian Community Corps (NCCC), members must be between 18 and 24 years old, but for most there are no upper age limits

Can someone join who is not a U.S. citizen?

A person must be a U.S. citizen, national, or legal permanent resident alien of the U.S. in order to serve as an AmeriCorps member.

Are there any available loan forgiveness programs or repayment plans that are available to AmeriCorps members?

On September 27, 2007, President Bush signed the College Cost Reduction and Access Act of 2007 ("CCRAA") into law. In addition to other amendments to the Higher Education Act of 1965, the CCRAA created two new federal programs: a new Public Service Loan Forgiveness program and a new Income-Based Repayment plan (IBR) for the repayment of federal loans. The new Income-Based Repayment plan helps to make repaying education loans more affordable for low-income borrowers, such as an AmeriCorps member living on a stipend; AmeriCorps service is also recognized as equivalent to a public service job for the purposes of the Public Service Loan Forgiveness program.

Can members defer student loans during their service with AmeriCorps?

Members may qualify for postponement, or forbearance, of the repayment of existing loans during service. The education award can help members pay off qualified student loans once they complete their service. Lender should be contacted for specific information or to confirm loan status during AmeriCorps service.

What if a member is out of school and not interested in the education award?

AmeriCorps VISTA members may opt for a cash payment of \$100 per month of service instead of the education award. All other AmeriCorps members are eligible only for the education award.

I'm confused. There are different programs, with different names, but they're all AmeriCorps?

Yes, basically. AmeriCorps is a national network of hundreds of programs throughout the United States. Two of these programs -- AmeriCorps VISTA and AmeriCorps NCCC -- are managed nationally. The others fall under the umbrella of our AmeriCorps State and National programs, which are administered by State Service Commissions in each state and U.S. territory. Depending upon your interests and availability, we can help you determine which program might be best for you.

If a member is currently participating in AmeriCorps and has a question about the Education Award. Who should he/she contact?

For general questions about the Education Award and student loan deferment, contact National Service Trust at 1-800-942-2677. Members who have successfully completed AmeriCorps service, can view their AmeriCorps Education Award account balance and activity online. To request a copy of an AmeriCorps Education Award voucher or report a change of address, visit <https://questions.nationalservice.gov/>. For general information on student financial assistance, members should contact their high school guidance counselor, the financial aid officer at the post-secondary institution they plan to attend, the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243), or consult the Student Guide issued by the U.S. Department of Education.



Site Supervisor Handbook

VT ECO AmeriCorps Overview

Section 2



2016-17 Training and Events Calendar*

SEPTEMBER 12th, 13th, 14th, 15th – Member Orientation: Introduction to ECO AmeriCorps, *Supervisors and mentors attend on Sept. 15th from 11:30 a.m.-1:30 p.m.

SEPTEMBER 24 – National Public Lands Day service project

OCTOBER 7 – SerVermont AmeriCorps launch

OCTOBER 14 – Regional get-together (South)

OCTOBER 21 – Regional get-together (Central)

October 28 – Regional get-together (Northern)

NOVEMBER 18 – All-day ECO training

DECEMBER 16 – All-day ECO training

JANUARY 16 – MLK Day service project

JANUARY 27 (tentative) – All-day ECO training

FEBRUARY 24 –Winter gathering: reflect on service, mid-year celebration, civic engagement

MARCH 3 – Regional get-together (South)

MARCH 10 – Regional get-together (Central)

MARCH 17 – regional get-together (Northern)

MARCH 31 – All-day ECO training

APRIL 4 (tentative) – Mayor's Day of Appreciation for National Service

APRIL 22 – Earth Day service project

APRIL 28 – All Day ECO training

MAY 6 – Vermont Green Up Day

MAY 16-17 (tentative) – Vermont National Service Conference (sponsored by SerVermont)

JUNE 20-21 – Overnight ECO training/service project

JULY 28 (tentative) – All-day ECO training

AUGUST 14 – End of year celebration of service

Policies on Member Training/Service Project Attendance

- Members are expected to attend all trainings and service projects listed above, and agree to do so in the Member Agreement.
- Other training days will possibly be made available as 'optional.' Members must communicate with supervisors about upcoming trainings and are required to obtain permission from them to attend "optional" trainings.
- Members may also be sent to trainings by their sponsoring sites
- Members may not spend more than 20% of their service/training hours in training
- Members who are unable to attend training due to circumstances out of the member's control (i.e. illness, family emergency, etc.) must notify program staff in writing as soon as possible.
- Members may not miss a training to serve regular hours at their site. If a member misses a training day and claims hours for service at the host site, these hours will not be approved.

Service Site Roster 2016-2017

Service Site	ECO AmeriCorps Position	Site Supervisor
City of Montpelier Parks	Parks & Watershed Steward	Geoff Beyer 223-7335 gbeyer@montpelier-vt.org
DEC - ECO AmeriCorps	Team Leader	Reuben Allen 779-6054 reuben.allen@vermont.gov
DEC – WSMD	Communications & Outreach Coordinator	Marli Rupe 490-6171 marli.rupe@vermont.gov
Franklin Watershed Committee/Missisquoi River Basin Association	Watershed Technician	Jessica Draper 393-0775 jdraper96@gmail.com
Friends of the Mad River	Stewardship Coordinator	Corrie Miller 496-9127 friends@madriver.com
Friends of Northern Lake Champlain	Outreach and Projects Coordinator	Denise Smith 355-0694 denisefnlc@gmail.com
Intervale Center	Intervale Conservation Nursery Field & Watershed Steward Assistant	Mike Ingalls 802-660-0440 ext. 114 mikei@intervale.org
Lake Champlain Basin Program	BMP Tracking Coordinator	Meg Modley 372-0215 mmodley@lcbp.org
Lake Champlain Committee	Education & Outreach Coordinator	Lori Fisher 658-1414 lorif@lakechamplaincommittee.org
Lake Champlain Sea Grant	Green Infrastructure Collaborative Assistant	Becky Tharp 656-2514 rtharp@uvm.edu
NorthWoods Stewardship Center	Northern Waters Steward	Meghann Carter 802-723-6551 ext. 302 meghann@northwoodscenter.org
USDA NRCS	Agricultural Conservation Easement Monitoring Assistant	Jim Eikenberry 802-951-6796 ext. 239 james.eikenberry@vt.usda.gov

ECO AmeriCorps

USDA NRCS	Conservation Program Assistant	Danny Peet 802-288-8155 ext. 202 danny.peet@vt.usda.gov
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Addison County Solid Waste Management District	Waste Diversion Program Assistant	Teri Kuczynski 388-2333 teri@acswwmd.org
Central Vermont Solid Waste Management District	Zero Waste Assistant	Bruce Westcott 229-9383 brucew@cvswmd.org
NEK/Lamoille Solid Waste Management Districts	Solid Waste Implementation Plan Program Assistant	Elly Ventura 888-7317 outreach@lrswmd.org
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ECO AMERICORPS Overview

What is it?

Environmental Careers & Opportunities (ECO) AmeriCorps is a service corps created by the Vermont Department of Environmental Conservation to place members at service sites dedicated to clean water. In our second service year the program expanded to also place members at service sites dedicated to minimizing waste entering landfills.

ECO Vermont members implement strategies to protect and improve water quality as outlined under ACT 64: Vermont's Clean Water Law, and decrease waste entering landfills as outlined under ACT 148: Vermont's Universal Recycling and Composting Law.

This program provides participants an opportunity to prepare for a career in environmental conservation, while placing feet on the ground in a fight for clean water & waste minimization.

Why water quality?

New guidelines around excessive phosphorus and other nutrient levels in the Lake Champlain Basin and other bodies of water means careful vigilance and the employment of best practices to reduce nutrient pollution at the source. Lake Champlain is a major economic driver for tourism and recreation and provides drinking water for 200,000 people living near it. Phosphorus and other pollutants are entering Lake Champlain via streams and rivers resulting in ecosystem degradation, drinking water threats, and recreational impacts. Toxic algae blooms could have serious public health consequences. Heightening awareness and concentrating efforts to mitigate the run-off will meet the ultimate goal of improving and maintaining water quality in Lake Champlain and continuing the high quality of life all Vermonters value.

Why Universal Recycling?

It's estimated that more than half of the materials we throw away could be recycled or composted, leaving our recycling goals unmet and wasting natural resources and contributing to climate change. New guidelines require recycling and bans disposal of leaf and yard debris, clean wood, and food scraps by 2020. The increased capture of recyclable materials and a variety of meaningful alternatives for uneaten food and food scraps find value in materials previously considered waste, conserving resources and saving energy. Assisting solid waste facilities and haulers to increase their capacity for collection of recyclables and organic materials, and educating residents and businesses on the law, are vital steps towards successful implementation of Universal Recycling in Vermont.

Where do members serve?

ECO AmeriCorps partners with local municipalities, conservation districts, solid waste management districts, and non-profit organizations on current efforts to monitor water quality, implement projects, provide outreach and education, and plan future interventions. Activities upstream could carry the most impact. Service sites provide office space, access to office equipment, regular supervision, and have flexibility around ECO Vermont training and retreat days. Service sites pay a cash match of \$6,500 for a full-time member.

What kinds of projects do members do?

Water Quality projects include:

- building green infrastructure
- restoring ecosystems
- outreach and education to farmers and other Vermonters
- project planning
- mapping

Universal Recycling projects include:

- outreach and education to residents, businesses, facilities and haulers about Universal Recycling requirements and how to recycle right, save money by not wasting food, donate quality food for people in need, and how to compost
- data collection and surveys

What are the service site requirements?

Service sites must provide meaningful service opportunities, regular supervision with oversight of service hours and timesheets, office space and office equipment, orientation to service site, additional training (as needed), and mileage reimbursement for service-related travel.

Service sites must provide a detailed service plan outlining the projects their ECO AmeriCorps member will be assigned. Service projects should address water-related or waste management issues and protect critical watersheds while providing valuable educational and professional development opportunities for ECO AmeriCorps members. Service Site applications are evaluated by a team from the Department of Environmental Conservation and ECO AmeriCorps to select projects best suited for the program.

In addition, each service site will provide a cash match of:

- \$6,500 per full-time ECO AmeriCorps member (1,700 hours, roughly 40 hours per week)

To be considered, service sites must:

- Be a non-profit, municipality, state agency, or educational institution.
- Provide a position description showcasing activities that are appropriate to the mission of ECO AmeriCorps.

- Provide a service environment that is ADA compliant, drug -free, and carried supplies and equipment necessary for members to perform their duties.
- Be able to provide the cash match and mileage reimbursement at the GSA rate for service-related travel for the member.
- Attend a supervisor orientation and be available for a minimum of two subsequent site visits and check-ins from ECO AmeriCorps staff.
- Clarify any additional responsibilities to the member according to your organization's policies.
- Notify ECO AmeriCorps staff about conflicts or other issues as they arise.

What is the time commitment?

Service terms begin September 12 and continue through to following August. Members are required to serve 1,700 hours during this time - about 40 hours per week.

What benefits do members receive?

Benefits include: AmeriCorps gear, a biweekly living stipend, health insurance, professional training, networking, and an AmeriCorps Segal Education Award.

Performance Goals

1. Water Quality Improvement

Challenge: Most streams in Vermont are not in an equilibrium condition because riverside development, channelization practices and other historic land uses have prevented the river from assuming its most stable natural shape. In addition, many rivers have lost access to their floodplains and lack adequate riparian buffers. These conditions contribute to active erosion of stream banks and increased sediment and nutrient loads. Restoration and protection of river corridors and special flood hazard areas is critical for attenuation of flows, stream bank stability, and pollutant reduction.

Outcome: ECO AmeriCorps members will treat and improve 2 miles of rivers to combat this issue. Water quality assessments (biological and chemical) will be used to measure waterway improvements. Staff from the DEC Watershed Management Division will review each complete project to determine estimates of reduced nutrient loading.

2. Environmental Careers and Opportunities

Challenge: Green jobs play an important role in Vermont's economy and there is a growing demand for skilled workers in the professional and technical service industry. It is important that high school and college graduates have opportunities to gain hands-on entry level experience in the environmental field.

Outcome: All 20 enrolled ECO AmeriCorps members will be trained and/or certified in green jobs. At least 5 members will be placed in a green job within 30 days of their completion of service.

3. Ecosystem Enhancement

Challenge: Impacts of development on public land require mitigation to reduce non-point source pollution by retrofit and enhancing sites to improve ecological and hydrological function.

Outcome: ECO AmeriCorps treat and improve 10 acres of public land to improve waterways. Each project will be validated by the service site supervisor. Before and after photos will be submitted and retained for each project.

4. Agricultural Environmental Stewardship

Challenge: Nutrient export from agricultural operations impairs adjacent waterways and leads to eutrophication of lakes and ponds. Additional education and outreach to farmers is needed

to increase implementation of best management practices, particularly on small farms which are not often targeted.

Outcome: ECO AmeriCorps members will provide educational resources and information to farmers regarding acceptable agricultural practices (AAP's). Members will provide environmental stewardship education and/or training to 50 individuals. At least 25 individuals will report a change in behavior or an intent to change behavior as a result of this outreach. This will be tracked via follow-up surveys with individual trainees to determine if they have initiated a project, applied for funding and/or completed a project within 6 months of the training.

ECO AmeriCorps Jargon

1. Participants are **members** of the ECO AmeriCorps program. They are not **volunteers**, **interns**, or **employees**. **Volunteers** are persons who give their time with no financial reward such as school board members, land trust board members, church members, scouts, students, people participating in a project on their personal time. Our **members** serve with volunteers, and often help to recruit and perhaps train volunteers to help mostly volunteer powered organizations/non-profits who depend on community and professional people to operate services. **Members** are also not, **interns**. **Members** join AmeriCorps to devote a year of service to the communities in which they are placed. **Members** gain work experience and education, similar to interns, but the expectations of their service extend beyond simply developing job skills. **Members** are also not **employees**. AmeriCorps **members** do not receive wages for their service. Instead they receive a modest living allowance and an educational award at the successful completion of their service.

2. Members are **selected**, not **hired**. They receive a **living allowance** and not a **wage**. Members are selected to participate in a service opportunity or to fulfill a term of season of **service** for their communities, not to do a **job**.

3. Members serve at a **service site** of ECO AmeriCorps. Their supervisor is referred to as the **site supervisor**. Groups, organizations, schools, etc. with which we join with to carry out projects are referred to as “**community partners**”.

4. **Projects** are the collaborations we develop with community groups, and/or organizations based on their interest and needs. Projects have goals and **objectives**, develop from a **plan**, have resources and **needs identified**, can be **measured for success and impact** and can be continued without our assistance. Our goal is also that we help empower our communities to continue the projects after our members’ term of service ends. If communities can continue these projects on their own after our members leave, then the project is truly **sustainable**.

5. Members don’t do projects **for** communities, but rather you join **with** communities to carry out projects. This is more than a semantic difference, since our intent is to leave communities more empowered than they were to help themselves. We want to respond to their needs and ideas, not just act on our own and hope they fit in the community later. **Empowerment** is helping people help themselves. We always look for opportunities in our projects to involve those people who benefit from the project, as partners, collaborators and/or consultants in the project activity itself.

6. Members, supervisors, and partners should refrain from using the words **advocate** and **solicit** when describing a member’s service. Although a member’s service may advocacy or solicitation of resources for a project, the Corporation for National and Community Service (CNCS) is sensitive about the use of these words because of their misuse and misinterpretation in the past. It’s preferred to state that a

ECO AmeriCorps

member's service "**supports** the mission of our partners," and a member "**obtained** donated materials for this project from XYZCorp," etc.

7. AmeriCorps members accomplish **direct service** with our sponsoring organizations. They also may help partners do **capacity building/fundraising** for **specific projects**.... something that enables them to go farther/be better than they could have without our participation. ECO AmeriCorps members are prohibited from doing capacity building and fundraising for the general benefit of their service site or partner organization.

8. Members **serve**. They do not **work**. It is important that all member tasks and accomplishments are referred to as **service** tasks, projects, and accomplishments.

Thanks for your cooperation with this! Your words matter to us....



Understanding ECO AmeriCorps Members

Information for Staff of ECO AmeriCorps Service Sites

What's the program?

Our AmeriCorps members are enrolled in the VT DEC's Environmental Careers & Opportunities (ECO) AmeriCorps Program. Simply stated, this program's goals are to improve Vermont's environment, with a specific focus on improving water quality. Funding comes from the federal government, the state of Vermont, and its partnering organizations (i.e. your service site), and can fluctuate from year-to-year.

Who are the members?

ECO AmeriCorps' membership is made up of an impressive and demographically diverse group of environmentally-conscious, engaged citizens. These members are committed to making a difference in the communities in which they serve. Although most are recent college graduates, there is no upper age limit on who can serve. ECO AmeriCorps members bring a lot of energy, passion and commitment to addressing the environmental challenges facing our state today. Often, they are young professionals, just beginning their environmental careers. As a result, they have a lot of energy and ambition to achieve the goals of ECO AmeriCorps and its partner organizations.

What do they get?

AmeriCorps members gain valuable work experience, learn about partner organizations' approaches to addressing environmental issues, and connect with other environmental professionals. They receive a modest living allowance, and are eligible to receive health insurance, child-care assistance, loan forbearance during their terms of service. Upon successful completion of their year of service, AmeriCorps members receive an education award that can be used to further their educations or to pay off student loans. They also receive long-lasting, impactful personal and professional experiences.

What do service sites get?

To many sponsoring organizations, AmeriCorps members are critical components to achieving organizational goals. Members serve at least 1,700 hours during their year of service.

Service sites also get fresh ideas and perspectives, a community liaison, great energy and curiosity, and dedication to "getting things done!"

Service sites provide a cash match of \$6,500 for each member in addition to supervision, guidance, training, equipment, tools, office space, and reimbursement of travel expenses.

How can YOU support our AmeriCorps members?

You can honor their commitment to service by:

- Get to know them
- Be willing to explain "how things are done" in your organization
- Treat them as colleagues and valued team members.
- Recognize their dedication to service and to the environment, and understand the challenges of serving for a year on a very modest living allowance.
- Help them develop professionally by providing coaching and mentoring when appropriate.

ECO AmeriCorps Program Initiatives

Independent Service Projects (ISP)

All Members are expected to complete a minimum of 15 and maximum of 30 independent service project hours. The following guidelines apply to ISP projects:

1. ISP hours may not be served at the member's host site. Hours should be served in partnership with another nonprofit, educational, or governmental community organization.
2. ISP hours cannot be served during regular service hours. They must be served during evenings, weekends, or other times that the member is not scheduled to serve at his/her regular service site. A member cannot take "leave" from regular service to accomplish ISP hours or complete ISP hours in lieu of regular service.
3. ISP opportunities must be approved from ECO AmeriCorps in advance. Requests should be submitted via email to program staff.
4. The project/organization must be based in Vermont.
5. At the completion of the ISP hours, the member must submit a completed ISP form to his/her site supervisor and ECO AmeriCorps program staff in order for the hours to be approved. A copy of the ISP form is available at the end of this section.
6. Members may collaborate in pairs or teams to complete ISP hours.
7. All ISP activities must fall within AmeriCorps regulations and guidelines.

Inter-site training and service opportunities

ECO AmeriCorps allows members to claim mileage and hours for approved inter-site training and service opportunities in cooperation with other ECO AmeriCorps service sites. Site supervisors and members are encouraged to share training and service project opportunities available at their site with other ECO AmeriCorps members. Member participation must be pre-approved by both the visiting member's supervisor and by the supervisor at the site being visited. Participation in these events is not required, but ECO AmeriCorps strongly encourages members and sites to take advantage of these partnership opportunities. If site supervisors have training and/or service opportunities that they would like to make available to all members, they should contact ECO AmeriCorps staff.

ECO AmeriCorps Independent Service Form

This form must be used to track completed ISP hours. All hours must be completed through a registered non-profit or governmental organization. Independent service cannot conflict with service at your regular assigned service site. All sites must be approved by ECO AmeriCorps staff prior to service. Once approval has been granted, it is not necessary to seek approval for the same site again. All hours must be validated by a representative at the organization for which you are volunteering. Submit this completed form to your site supervisor along with your regular timesheet for authorization, and email a scanned copy to Reuben once completed and signed.

Member name: _____

Independent service organization: _____

Date(s) of service: _____

Total hours served: _____

Brief description of service (attach additional sheet if necessary):

Independent service representative (signed): _____

ECO AmeriCorps Mentors

Each ECO AmeriCorps member is paired up with a mentor during his/her year of service. Mentors are Natural Resource professionals from within the Agency of Natural Resources. Mentors help fill a very important role in our members' service experiences. Mentors may provide technical assistance to members. They may also provide personal and professional development guidance. The role of mentors is to augment the support provided by ECO Program Staff and Service Site Supervisors. Mentors should not assign tasks or projects, address conflicts, or assume other duties that are the responsibility of Program Staff and/or Site Supervisors. Mentors should communicate with Program Staff if they see a need for additional member support or guidance.

Roles and Responsibilities for ECO AmeriCorps Mentors

Orientation/year start up (September)

- Attend portions of the ECO AmeriCorps orientation.
- Become familiar with the member's service site project as described in the position description, and participate with the member and site supervisor in the development of the member's SMART goals and service plan.

Throughout the year

- Maintain regular contact with the ECO AmeriCorps member throughout his/her term of service. This may be approximately every two weeks by phone (or in person) during the first few months of the program, and then at least monthly thereafter. Provide feedback to ECO AmeriCorps Program Staff on a regular basis regarding his/her interaction with the member.
 - Provide additional technical assistance, suggestions and encouragement during contact with member and help the member identify additional resources to ensure his/her success.
- Attend relevant portions of subsequent quarterly trainings (optional)
- Pay particular attention to project needs for training, how the member's activities line up with their position description, and for measuring achievement of project goals.
- Be alert to any issues impacting project success and consult with ECO Program Staff.

VT DEC Overview

The Vermont Department of Environmental Conservation is one of three departments within the Vermont Agency of Natural Resources. The two other departments include Fish & Wildlife and Forests, Parks & Recreation.

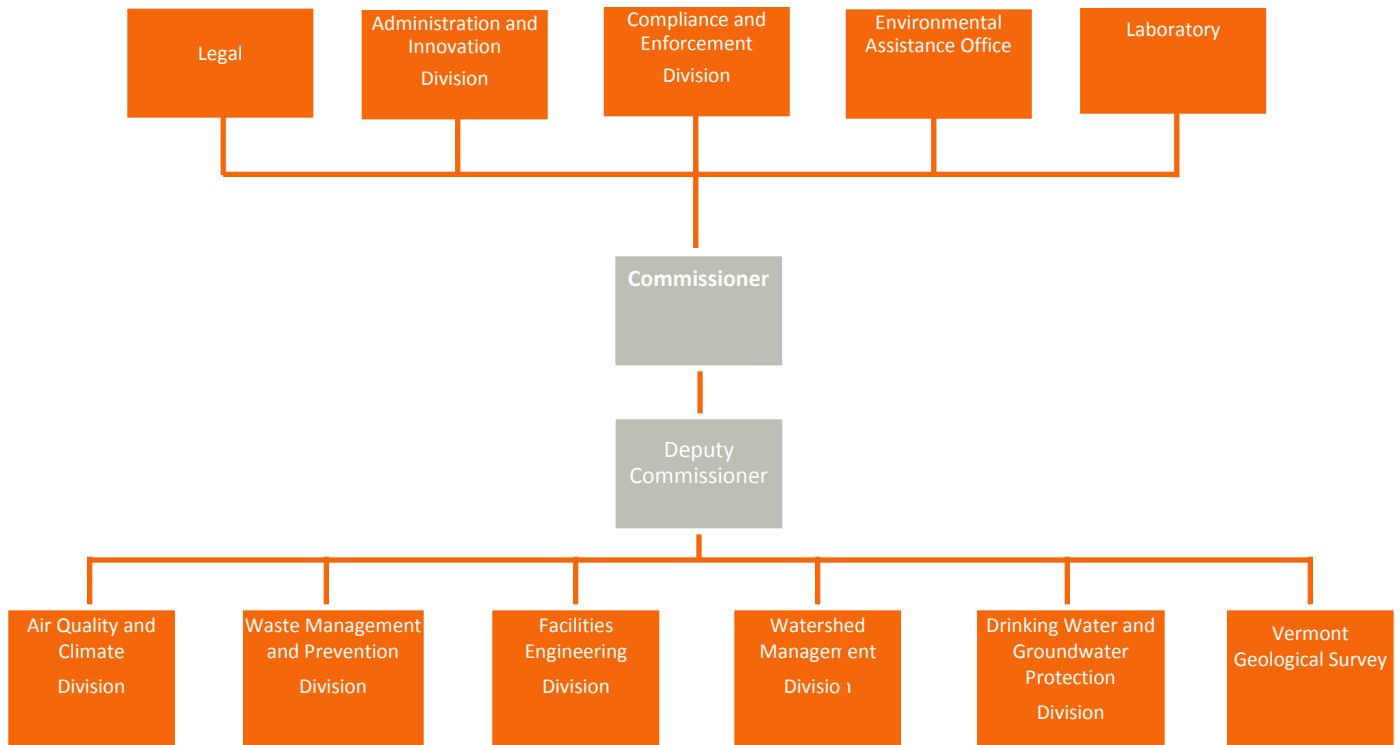
Our Mission

To preserve, enhance, restore, and conserve Vermont's natural resources, and protect human health for the benefit of this and future generations.

Guiding Principles

- ✂ Adhere to the highest standards of personal and professional conduct.
- ✂ Act and speak in a manner that inspires public confidence and promotes the Department's credibility.
- ✂ Respect individual rights and minimize intrusions into people's lives.
- ✂ Be accountable, accessible, and helpful to the public.
- ✂ Provide clear, prompt, fair, and well-documented decisions and guidance.
- ✂ Improve Vermonters' understanding of the environment and related issues through effective communications and education.
- ✂ Continue to learn about our environment, technology, and management techniques.
- ✂ Involve the people of Vermont in making decisions that affect the state's natural resources.
- ✂ Wisely pursue innovative approaches to environmental problems to determine their effectiveness.
- ✂ Promptly adopt proven new solutions to environmental problems.
- ✂ Coordinate programs across all environmental media.
- ✂ Promote pollution prevention, recycling, and consideration of the cumulative impacts of activities.
- ✂ Consistently and fairly apply and enforce environmental laws and standards.
- ✂ Develop standards and requirements that consider both economic and environmental sustainability.
- ✂ Always consider the consequences of today's decisions for future generations.
- ✂ Recognize that all powers and authority to carry out the Department's Mission are derived from the people, and that Government works to the benefit of the public, not to our convenience as State employees.

DEC Organizational Chart





Site Supervisor Handbook

Service Site Administrative Responsibilities

Section 3



Service Site Documents & Forms Checklist

Initial Paperwork

- _____ Service Site Application
- _____ Position Description
- _____ Risk Assessment
- _____ ECO AmeriCorps Service Site Agreement
- _____ On Site Orientation Checklist

Paperwork Throughout the Service Term

- _____ Member Timesheets approved bi-weekly in OnCorps
- _____ Quarterly Reports (to be completed by member; reviewed and approved by supervisor)
- _____ Mid-term Member Performance Review (completed with member)
- _____ End-of-Term Member Performance Review (completed with member)
- _____ Cash Match Payments per the schedule agreed to with the DEC Business Office

Service Site Fees: Service sites are billed \$6,500 for the cash match according to the schedule agreed upon with the DEC Business office. Payments are due according to that agreement.

Criminal history checks: All members are required to undergo criminal history checks. Members serving with vulnerable populations defined as youth, elderly, or persons with disabilities as identified in the service site agreement must complete an additional FBI background check.

Member On-Site Orientation Checklist

A thorough on-site orientation is crucial for setting the tone of the member's service year. It can assist the supervisor in more accurately assessing the training needs of the new member in order to increase their skills, competence, and expertise. At the end of the on-site orientation, members should have a basic knowledge or understanding of the following:

- Background, purpose, and structure of the sponsoring organization.
- Background of community and identification of important community leaders.
- Nature of the population served by the ECO AmeriCorps program.
- Potential Resources that can be applied to achieve project goals.
- Specific member assignments and skills needed to accomplish tasks.
- Specific goals and purpose of the member position at his/her service site.

Checklist – Please initial each item once completed.

****Sign at the bottom when all items have been addressed, and return the form to ECO AmeriCorps.***

- _____ Review the member's position description and strategize an initial service plan using the SMART goals template. Set up the member for successful completion of first tasks with deadlines, including an order of priorities.
- _____ Go over expectations and protocols around punctuality, calling in late, breaks, personnel policies, drug-free workplace review the member's position description and strategize an initial service plan. Set up the member for successful completion of first tasks with deadlines, including an order of priorities.
- _____ Ensure that the member has all necessary safety training and/or gear.
- _____ Review any critical information with members like emergency prevention and response policies & procedures, mandated reporting requirements, confidentiality practices, etc.
- _____ Set up a regular check-in time for planning and feedback.
- _____ Set up a system for regular review of time sheets.
- _____ Review office procedures for mileage reimbursement, using supplies, etc.
- _____ Provide reading materials about the mission/vision, goals and objectives of the nonprofit where the member will be serving (annual reports/brochures, etc.)
- _____ Introduce the member to all staff, their role/position, as well as how the member might interface with them. Please also provide information on their phone extensions, email addresses, etc.
- _____ Give a tour of the site, including common areas, first-aid supplies, copy machine, fax machine, as well as the member's desk, computer, phone, etc., supplying directions for the use of all equipment.
- _____ Review the quarterly reporting information together, and set up a system for tracking the needed information, including orienting them to any systems that already exist for doing so.
- _____ Make sure that any reasonable special accommodations needed are supplies. (Do not compel members to disclose health or other conditions to you, that must be a voluntary decision and action on their part.)
- _____ Share any other information about the community or assignment/project that is relevant.
- _____ Additional activities may include sending out PSAs to local newspapers introducing the member to the community, and/or including a letter of introduction in your organization's newsletter or on its website.

Member signature

Date

Supervisor signature

Date

Sample Quarterly Report



Vermont ECO AmeriCorps *State Program

Dept. of Environmental Conservation

1 National Life Drive, Davis 1 Montpelier, VT 05620-3520

Email: reuben.allen@vermont.gov

Vermont ECO AmeriCorps Program Quarterly Report

Site:	Supervisor:	Member:

	First Quarter	15 September 2015 – 31 December 2015 / Due: 30 January 2016
	Second Quarter	1 January 2016 – 31 March 2016 / Due: 1 April 2016
	Third Quarter	1 April 2016 – 30 June 2016 / Due: 8 July 2016
	Fourth Quarter	1 July 2016 – End of Service or 2 October 2016 / Due: Last day of Service

The Following Documentation Is Attached (please check)

	List of Volunteers		Public Relations Materials (Press Releases; Articles; PSAs)
	Volunteer Time Logs		Flyers or Posters
	Volunteer or Participant Surveys		Grant Award Letters
	Project Accomplishment Forms		Optional Training Form
	Photos With Descriptions		Demographic Information

1. Professional Development

This section only needs to be addressed if you completed non AmeriCorps hosted training within the quarter listed. This is not limited to formal trainings (e.g. job shadowing). Otherwise list N/A.

Training Title	Lesson(s)/skill(s) Learned

2. Projects Implemented

This section only needs to be addressed if you *finished* a project during this quarter. This includes physical changes to a landscape; including rivers, trails, public land, farmland, and parks. Otherwise list N/A.

Project Title	One Sentence Intended Effect

3. Volunteers

This section only needs to be addressed if you hosted/ trained volunteers this quarter. Otherwise list N/A.

# Volunteers	Total Volunteer Hours#	Other Contacts (e.g. community members, land owners, youth, teachers, farmers, etc.)

4. Collaboration

List any association with community stakeholders, other AmeriCorps members, any other people/organizations outside of your host site collaborated with, or others in your host site not directly affiliated with required tasks.

Name/Organization	Project, Event, Etc.

5. Community Training Provided

This section only needs to be addressed if you provided programming to community members this quarter. Otherwise list N/A.

Program Title	# Participants	# Participants Indicating Change or Intention to Change

6. Other Accomplishments

Please list any additional accomplishments not directly related to meeting your objectives (e.g. applying for grant, attending/participating in community events, publications, press releases, op-ed blogs, etc.). Be sure to include a brief summary (e.g. training title; lesson learned)

Accomplishment(s)

Great Stories

Describe **at least one** success story – an experience this quarter that shows how AmeriCorps members “Get Things Done”)

Story

7. Challenges

Please describe any challenges encountered. For example, resolved or unresolved problems, obstacles to achieving program objectives, significant sources of delay, program elements not meeting expectations, and/or events or incidents that caused concern. Note steps being taken to address issues and/or note if they have been resolved. Please include any progress from challenges mentioned in previous quarterly reports.

Challenge Encountered	Steps Being Taken / Report on Progress

Member Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

NAME

PROJECT ACCOMPLISHMENT FORM – SITE PROJECTS

NAME OF PROJECT: _____ DATE: _____

WHO/WHAT DOES THIS PROJECT BENEFIT: _____

PUBLICATIONS ASSOCIATED (MAY INCLUDE LINK OR ATTACHMENT): _____

PROJECT CREATED FOR: FARMERS / FARMLAND / TRAILS / WATER/ GREEN INFRASTRUCTURE / OTHER

DESCRIBE IF NEEDED: _____

● MILES TRAILOR RIVER IMPROVED:

● ACRES OF PARKS OR PUBLIC LAND IMPROVED:

● NUMBER OF INDIVIDUALS REPORTING A CHANGE IN BEHAVIOR OR INTENTION TO CHANGE:

NUMBER OF PHOTOS WITH DESCRIPTION ATTACHED (2 PHOTO MIN): _____

SKILLS LEARNED BY MEMBER THROUGH COMPLETION OF THE PROJECT (BE SPECIFIC):

DETAILS OF PROJECT (WHAT WAS CREATED, HOW IT WORKS, ETC.):

STORY OF SUCCESS (SOMETHING SPECIFIC THAT HAPPENED THAT SHOWS THE PROJECT WAS NOT ONLY COMPLETED, BUT COMPLETED WELL):

PERSONAL REFLECTION ON PROJECT; WHAT WENT WELL, WHAT DIDN'T, WHAT YOU WOULD DO DIFFERENTLY NEXT TIME, WHAT WAS DONE TO ENSURE SUSTAINANABILITY (E.G. LONG LASTING EFFECT, REPEATABLE PROJECT, ETC.):

Name

PROJECT ACCOMPLISHMENT FORM – EDUCATION AND COMMUNITY PROGRAMMING

NAME OF PROGRAM:

DATE:

NUMBER OF PARTICIPANTS:

NUMBER FIRST TIME PARTICIPANTS:

HOW PROGRAM WAS PROMOTED:

PUBLICATIONS ASSOCIATED (MAY INCLUDE LINK OR ATTACHMENT): _____

PROJECT PROVIDED FOR: FARMERS / FARMLAND / TRAILS / WATER / GREEN INFRASTRUCTURE / OTHER

EXPLAIN:

DESCRIBE IF NEEDED: _____

SKILLS TAUGHT (BE SPECIFIC):

ACCOMPLISHMENTS/DETAILS OF PROGRAM (WHAT WAS CREATED, DISCUSSED, ETC):

STORY OF SUCCESS (SOMETHING SPECIFIC THAT HAPPENED THAT SHOWS THE PROGRAM WAS NOT ONLY RUN, BUT RUN WELL):

NUMBER OF PARTICIPANTS THAT HAVE INDICATED THEY HAVE OR WILL CHANGE PRACTICES (E.G. MORE LIKELY TO COMPOST):

NUMBER OF PARTICIPANTS THAT WOULD ATTEND ANOTHER EVENT:

PERSONAL REFLECTION OF EVENT (WHAT WENT WELL, WHAT DIDN'T, HOW CAN EVENT BE IMPROVED, WHAT WAS DONE TO ENSURE SUSTAINABILITY (E.G. LONG LASTING EFFECT, REPEATABLE PROJECT, ETC.):

PHOTOS (BE SURE TO INCLUDE CAPTIONS):



Member Name: _____

Date: _____

ECO AmeriCorps Volunteer Intake Form

NAME: _____ PROJECT: _____
(LAST) (FIRST)

HOME ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)

MAILING ADDRESS (IF DIFFERENT): _____
(STREET) (CITY) (STATE) (ZIP)

PHONE: _____ EMAIL: _____

RETURNING VOLUNTEER? YES / NO Hours Served: _____

HOW DID YOU FIND OUT ABOUT OPPORTUNITY? INTERNET, FLYER, REFERRED BY
FRIEND (PLEASE INCLUDE NAME)?

EMERGENCY CONTACTS:

NAME: _____ PHONE: _____

RELATIONSHIP TO YOU: _____ ALT PHONE: _____

Please check any of the following categories that apply to you. This information is collected for reporting purposes.

☐ I am currently enrolled in college

☐ I was born between 1946-1964

[illegible][illegible]



Member Name: _____

Date: _____

ECO AmeriCorps Volunteer/Participant Exit Form

NAME: _____ PROJECT: _____
(LAST) (FIRST)

HAVE YOU VOLUNTEERED WITH THIS ORGANIZATION BEFORE? IF SO, WHEN:

HOW DID YOU FIND THIS OPPORTUINITY?

INTERNET SEARCH / PUBLICATION / FACEBOOK / POSTER / REFERRED BY FRIEND /
LISTSERVE (E.G. GOOGLE GROUP MESSAGE) / OTHER

EXPLAIN IF NECESSARY:

**HAS THIS EXPERIENCE MADE YOU MORE AWARE OF YOUR ENVIRONMENTAL IMPACT
AND/OR MOTIVATED YOU TO CHANGE BEHAVIORS THAT IMPACT THE ENVIRONMENT? IF
SO, PLEASE EXPLAIN:**

RATE YOUR EXPERIENCE TODAY:

1 2 3 4 5 6 7 8 9 10

EXPLAIN:

MEMBER USE ONLY

DESCRIPTION OF PROJECT:

Demographic Information

Number of episodic volunteers generated: _____

Number of ongoing volunteers generated: _____

Leveraged volunteers - # of volunteers recruited, coordinated, or supported by your programs: _____

Disadvantaged children and youth - # serving as leveraged volunteers: _____

College students - # of leveraged volunteers enrolled in a degree-seeking program: _____

Baby Boomers - # of individuals born between 1946 and 1964 who serve as volunteers: _____

AmeriCorps members - # certified in disaster preparedness and response: _____

AmeriCorps members - # available for deployment in support of any disaster: _____



VERMONT

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

ECO AmeriCorps

Site Supervisor Handbook

AmeriCorps Member Supervision

Section 4



Service Site Supervisor Role

Position Descriptions: Service sites must provide the AmeriCorps Member with a well-developed and specific position description listing, approved by ECO AmeriCorps. The position description should list “essential duties” of the position and having measurable outcomes that reflect the achievement of grant objectives. The site supervisor should use the position description to guide the member’s daily activities and should notify ECO AmeriCorps before modifying any AmeriCorps Member’s position description, and send ECO AmeriCorps an updated version for approval.

Site Supervisors must provide the member(s) under their supervision with responsibilities for a minimum of 1,700 service, training, and fundraising hours. This averages approximately 34 hours of service per week. Members do not receive credit toward their service for time missed due to holidays or time not served due to illness, personal leave, vacations, or other leave time. All member hours should be filled with a challenging and engaging tasks and projects while not overwhelming the member.

Direct Service: Members are performing direct service to fill a need that the Sponsoring organization has, and this need must fall within the limits of the mission, objectives and allowable activities of the ECO AmeriCorps program. The site supervisor should support the member in carrying out the direct service projects, and ensure the member is not regularly performing administrative tasks nor engaging in prohibited fundraising activities.

Member Recruitment: ECO AmeriCorps recruits for positions and make the best possible match with service sites.

Member Retention: The site supervisor should keep in mind that as a service position, the Member is not an employee, and that it is not possible to ‘dismiss’ a Member after a trial period. ECO AmeriCorps is committed to member retention and does not dismiss a member unless the Member has had access to due process (which may include more than one meeting to attempt to resolve issues or investigate situations with the Program Director, Supervisor, ECO AmeriCorps member and sometimes the Executive Director of the Sponsoring organization as necessary). Members may be dismissed immediately by ECO AmeriCorps for performing illegal or unsafe acts. In these cases, **clear documentation** from the Service Site is imperative. Service site supervisors should maintain close contact and inform ECO AmeriCorps staff when challenges arise.

AmeriCorps Rules, Regulations, & Policies: The supervisor shall familiarize him/herself of all AmeriCorps rules, regulations, policies, and practices put in place by CNCS, SerVermont, and VT DEC.

Top 10 Tips for Effective AmeriCorps Supervision:

Advice from AmeriCorps Alumni

- 1. Provide a clear position description with goals and expectations.** Be flexible when possible and willing to change them as necessary, but makes sure they are in place to serve as a guide for the term.
- 2. Meet with the member regularly.** While it's easy to get distracted by busy schedules, regular check-ins are critical for exchanging timely feedback to ensure the member is on course. Set aside one-on-one time with the member at least once a week.
- 3. Ensure members receive a full orientation to the site, including protocols, staff introductions, and the mission of the organization.** A comprehensive introduction to your organization will allow them to be more effective early on in their term.
- 4. Pride members with tangible, meaningful tasks that can be completed over the course of their term.** This will help them feel satisfied they have made a lasting contribution to the organization and helps your organization tackle "wish list" projects.
- 5. Trust that the member is highly motivated and wants to be challenged.** Provide an appropriate level of challenge: too little and they feel undervalued and too much leads to burn-out and dissatisfaction.
- 6. Understand the difference between AmeriCorps members and interns or volunteers.** AmeriCorps members bring both advantages and constraints that differ from volunteers and interns (see the "What's the difference?" handout in the Supervisor Handbook). Give a copy of "Understanding Our AmeriCorps Members" handout to all staff at your organization.
- 7. Honest, open communication is key.** Effective communication in the present prevents problems later.
- 8. Give feedback.** Members want to learn and become a competent professional. Provide as much constructive feedback as possible- both areas for improvement as well as what they're doing right.
- 9. Create opportunities for the member to network.** Invite members to attend meetings, conferences, site visits, and events.
- 10. Approve member timesheets and complete AmeriCorps paperwork on a timely basis.** In order to ensure successful placements, ECO AmeriCorps needs both members and supervisors to do their part in meeting the administrative requirements.

ECO AmeriCorps Member Timesheets

-Supervisor Notes and OnCorps Steps for Approving Timesheets-

OnCorps address: <http://vt.uncorpsreports.com/>

To document service hours and receive bi-weekly stipend checks, members must submit a completed bi-weekly ECO AmeriCorps timesheet. The service hour week starts on Monday and the “Week Ending” date is Sunday. Members should submit timesheets to his/her supervisor every on the final day of service in a two-week period (normally on Friday unless the member is serving on a weekend day) for approval.

The timesheet is the primary source of documentation for ECO AmeriCorps to determine whether or not the member has been actively serving and what activities the member has been performing. The OnCorps online system is used to submit and approve timesheets.

It is imperative that supervisors approve member timesheets on a bi-weekly basis. If a member fails to submit timesheets for two weeks or longer, payments of the living allowance may be withheld until the approved timesheets have been submitted to ECO AmeriCorps in full. Once all outstanding timesheets have been submitted and approved, the withheld living allowance amount will be included in the following ECO AmeriCorps stipend payment.

Each day must contain specific information covering the following:

- What allowable activity(ies) occurred and any Community Partners involved in the activity
- How many hours can be attributed to the specific activity? Only record hours to the nearest quarter hour.
- Any other information that would verify these service, training or fundraising hours.
- Until the members background check results have been received, supervision should be noted in the timesheet when the member is serving with vulnerable populations.
- Any acronyms used in the time report description must be identified and explained in the comments section of the time report. If acronyms are not described as stated above, the timesheet shall be rejected for correction.
- Per CNCS guidelines, the word “work” shall never be used in any timesheet description. The word “service” shall be used to replace the word “work.” Timesheets including the word “work” must be rejected for correction and resubmission.
- All descriptions shall be written clearly and be easy to understand. A good rule of thumb is to enter descriptions in such a way that the member’s service can be easily understood by someone with no connection to the member’s service, the service site, or ECO AmeriCorps.

Travel time up to 3 hours each way (to and from) statewide and other trainings may be counted as training hours. Regular commuting time to and from the service site may not be counted. Driving time from the office to another service site may be counted. Lunch should not be counted, although breaks shorter than 15 minutes may be. If lunch is eaten at the desk while serving, by all means count it.

Things to Note:

- Enter hours in increments of quarter hours (.00, .25, .50, and .75) and should include an activity description
- If a member serves from home or an alternate remote site, this should not be included in the service description. Only the tasks completed should be included.
- Members are the only ones permitted to enter hours in OnCorps.
- Once submitted, the timesheet is locked and members can no longer revise it.
- Supervisors should approve timesheets as soon as possible, preferably on the day they are submitted for approval.

Supervisor Steps for Approving a Member Timesheet

1. All site supervisors will be provided their OnCorps log-in information prior to the submission of the first member timesheet.
2. Once a member has submitted a timesheet, the supervisor will receive a message in his/her email. You can click on the link and it will take you to the OnCorps website (www.americorpsvt.org). Select the appropriate program year:
 - a. For regular members select: 2016-17
3. Login in using your user name and password assigned by ECO AmeriCorps (these can be changed by you at any point).
4. Scroll over “Time Tracking” in the blue bar at the top, then scroll down to “Member Service Hours.” Then click on “Approve member Timesheets.”
5. You will all timesheets waiting to be approved here. Click on the blue “Approve” button next to the timesheet you are approve. (This will not approve the timesheet; it opens it for viewing)
6. If the timesheet looks correct, select that you approve the timesheet at the bottom and submit it. If the timesheet needs correcting, select that you do not approve and include the reason for rejection. The timesheet will be returned to the member for correcting and resubmitting.
7. Once the timesheet has been approved by you, it is sent to ECO AmeriCorps for final approval.
8. Supervisors can also check on a Member’s total hours by scrolling over the Time Tracking button and selecting “Member Total Hours Year-To-Date.”

Defining Major Service Duties and Performance Expectations

(Adapted from VTDEC performance evaluation guidance)



We recommend following these steps to develop a service plan for the year:

- a) Create a table with two columns entitled: major service duties and performance expectations/SMART goals (*see attached worksheet*).
- b) List service duties from most to least important. Aim for **no more than** six major service duties.
- c) Describe a category of service for each major service duty, for example: *Planning, Implementation, Documentation, or Analysis*.
- d) Define performance expectations that clearly describe the service along with quantifiable performance measurements. [For ECO AmeriCorps members, we recommend following guidelines for SMART goals—as outlined on the reverse page. Additional examples of SMART goals are found in the *ECO AmeriCorps Member Handbook*.]

EXAMPLE 1 Environmental Scientist

<i>Major Duties (Partial List)</i>	<i>Performance Expectations/SMART Goals</i>
Duty 1: Provide lake shoreland technical assistance.	<p><u>GOAL:</u> Develop and coordinate a voluntary Natural Shoreland Landscaping Course, including developing outreach materials.</p> <p><u>RESULTS/OUTCOMES:</u> (1) Two Natural Shoreland Landscaping courses delivered; (2) Outreach materials available on-line and distributed at the courses.</p> <p><u>SPECIFIC TRACKING MEASURES:</u> (1) Participation in up to four Shoreland Standards Work Group meetings for background; (2) Delivery of information during two Natural Shoreland Landscaping courses; (3) Outreach materials for the course posted online; (4) Up to two on-site meetings with landowners requesting shoreland technical assistance.</p> <p><u>TARGET TIMELINE:</u> (1) No later than January 1 – outreach materials developed; (2) No later than March 1 – up to two workshops scheduled; (3) No later than July 15 – up to two workshops delivered; (4) No later than August 1 – up to two meetings with landowners to provide on-site technical assistance.</p>
Duty 2: Demonstrate professional communication and behavior during service.	<p><u>GOAL:</u> Communicate in a professional and helpful manner, both verbally and in writing with customers, colleagues, and the public.</p> <p><u>RESULTS/OUTCOMES:</u> (1) An open office setting that is quiet, respectful, and mindful of colleagues and visitors; (2) Effective working relationships with customers, colleagues, and the public that help manage conflict and reduce stress.</p> <p><u>SPECIFIC TRACKING MEASURES:</u> (1) Review and follow communication protocols of the State, Agency, Department, and Division; (2) Adhere to service schedule; (3) Maintain a service log including at least three entries each week to track progress; (4) Write a monthly service update.</p> <p><u>TARGET TIMELINE:</u> ongoing, continuous</p>

Setting SMART Goals (a.k.a. SARMT Goals)

SPECIFIC

- Define the goal as much as possible. State exactly what you want to accomplish (who, what, when, where, why, how)

ACTIONABLE/ACHIEVABLE

- Set challenging goals within my ability to achieve the planned outcome. Is it possible? Do I have the skills and capacity needed to complete this goal effectively?

RESULTS/Outcomes

- Define the reason or purpose for this goal along with the benefit of achieving it. What is the result (not activities leading up to) the goal?

MEASURABLE

- Describe how I will track progress and measure the outcome. How much, how many, how will I know when my goal is accomplished?

TIMELY

- Set target dates to guide your goal to successful and timely completion. What is the established completion date, is it appropriate, and what needs to be done by what time to achieve the goal successfully?

Major Duties and Performance Expectations/SMART Goals Worksheet

Overarching Goal (optional):

<i>Major Duties</i>	<i>Performance Expectations/SMART Goals</i>
Duty 1:	<p>Goal:</p> <p>Results/outcomes:</p> <p>Specific tracking measures:</p> <p>Target Timeline/dates:</p>

Duty 2:

Goal:

Results/outcomes:

Specific tracking measures:

Target Timeline/dates:

Duty 3:

Goal:

Results/outcomes:

Specific tracking measures:

Target Timeline/dates:

Duty 4:

Goal:

Results/outcomes:

Specific tracking measures:

Target Timeline/dates:

Duty 5:

Goal:

Results/outcomes:

Specific tracking measures:

Target Timeline/dates:

Duty 6:

Goal:

Results/outcomes:

Specific tracking measures:

Target Timeline/dates:

Notes:



ECO AmeriCorps Member Mid-Term Performance Review

Review of Goals for this Evaluation

- Encourage clear and open discussion between members and supervisors.
- Provide the member clear feedback about her/his performance--clarifying standards and expectations
- Set individual and organizational goals for the member for the remainder of the program
- Discuss resources, supervisor assistance and training needed to reach these goals/objectives and assist the member's development
- Provide the opportunity for the member and the supervisor to maximize the impacts of the member's service and increase their collaborative potential

Instructions: The ECO AmeriCorps member shall evaluate his/her performance in each category, writing comments in the area given, and give the completed self-evaluation to her/his supervisor when finished. The supervisor shall then evaluate the member's performance, provide written feedback, and select a rating for each category. The member and supervisor shall then meet and review each other's assessments, reflect on successes, and identify strategies for areas in need of improvement. The "comments" field in each section should be used to record methods that the member and supervisor have agreed upon to address challenges and improve performance. For members with more than one site supervisor, each supervisor should be consulted with feedback provided by the main supervisor. The main supervisor shall meet with the member and sign the evaluation.

Once it is complete, both the member and the supervisor shall sign and date the evaluation. The member shall receive a copy, the site supervisor shall receive a copy, and an electronic copy shall be provided to ECO AmeriCorps by the date identified below.

ECO AmeriCorps Member:

Site Supervisor:

Service Site Location:

Please complete by March 10, 2017.

QUALITY OF SERVICE-RELATED PERFORMANCE

(Accuracy, timeliness, organization, thoroughness, attention to detail, results, care taken, etc.
Understands and promotes the mission of service location and ECO AmeriCorps.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Member:

Supervisor:

Comments:

QUANTITY OF SERVICE-RELATED PERFORMANCE

(Productivity, pace, results, willingness to take on additional responsibility, personal understanding of
boundaries and limits, etc. Sets clear and meaningful goals and priorities to guide service.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Member:

Supervisor:

Comments:

COMMUNICATION & MOTIVATION

(Relationships with colleagues and partners, communication, interpersonal skills, maturity, cooperation, positivity, helpfulness, teamwork, attitude towards service, supervisor, agency, colleagues, etc. Seeks out feedback and is open to new ideas. Meets with supervisor regularly. Keeps site supervisor and program staff well-informed of accomplishments and challenges. Recognizes and respects other perspectives. Respects supervisor's direction and decisions.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Member:

Supervisor:

Comments:

DEPENDABILITY

(Attendance, punctuality, reliability, follow through, responsibility sharing, etc. Is flexible and adaptive to changing needs and situations as they arise. Maintains accurate records of service and accomplishments. Completes forms and reports in a timely fashion. Maintains a professional appearance and represents service site and ECO AmeriCorps well.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Member:

Supervisor:

Comments:

PROBLEM SOLVING

(Contributes ideas for improvement, displays a willingness & ability to learn, recognizes and identifies problems, employs positive approach to problem solving, shows innovation, possesses ability to complete tasks independently, demonstrates initiative, etc.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Member:

Supervisor:

Comments:

TECHNICAL UNDERSTANDING

(Performs within position description, possesses skills to accomplish tasks, has project knowledge and understanding, understands and adheres to service site and program procedures, learns quickly, follows instructions, understands and successfully completes assigned tasks, etc.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Member:

Supervisor:

Comments:

ACHIEVEMENT of GOALS

(This is a good time to review the member's original goal sheet, and for the supervisor to have input as to how those goals interface with the sponsoring agency's goals. What were the member's major achievements during the first half of the program? Describe obstacles preventing goals from being met and identify ways to overcome them.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Member:

Supervisor:

Comments:

OVERALL RATING and GENERAL COMMENTS

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Member:

Supervisor:

SETTING GOALS and ACTION PLAN for IMPROVEMENT

List goals to achieve by the next performance review. These include specific achievements or outcomes, steps toward improving in certain areas, standards of success or ways to judge whether these goals have been obtained, etc.

Member and supervisor together:

This evaluation was discussed between the supervisor and member on:

Site Supervisor Name:

Site Supervisor Signature:

This evaluation has been discussed with me and I have received a copy.

ECO AmeriCorps Member Name:

ECO AmeriCorps Member Signature:



ECO AmeriCorps Member Service Year-End Performance Review

Goals for this Evaluation

- Encourage clear and open discussion between members and supervisors.
- Provide the member with clear feedback about her/his performance
- Clearly identify member strengths and challenges to encourage his/her continued professional growth and success.

Instructions: The site supervisor shall evaluate the ECO AmeriCorps member's performance. This includes selecting a performance rating for each category and providing written feedback in the "comments" section for each category. For members with more than one site supervisor, each supervisor should be consulted with feedback provided by the main supervisor. Site supervisors shall schedule a performance review meeting with the ECO AmeriCorps member to review the evaluation, and provide constructive feedback to the member.

Once the performance review meeting is complete, both the member and the supervisor shall sign and date the evaluation. The member shall receive the original signed copy, the site supervisor shall receive a copy, and an electronic copy shall be provided to ECO AmeriCorps prior to the member's last date of service.

ECO AmeriCorps Member:

Site Supervisor:

Service Site Location:

Complete and return to ECO AmeriCorps Program Staff prior to end of service.

QUALITY OF SERVICE-RELATED PERFORMANCE

(Accuracy, timeliness, organization, thoroughness, attention to detail, results, care taken, etc.
Understands and promotes the mission of service location and ECO AmeriCorps.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Comments:

QUANTITY OF SERVICE-RELATED PERFORMANCE

(Productivity, pace, results, willingness to take on additional responsibility, personal understanding of
boundaries and limits, etc. Sets clear and meaningful goals and priorities to guide service.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Comments:

COMMUNICATION & MOTIVATION

(Relationships with colleagues and partners, communication, interpersonal skills, maturity, cooperation,
positivity, helpfulness, teamwork. Attitude towards service, supervisor, agency, colleagues, etc. Seeks
out feedback and is open to new ideas. Meets with supervisor regularly. Keeps site supervisor and
program staff well-informed of accomplishments and challenges. Recognizes and respects other
perspectives. Respects supervisor's direction and decisions.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Comments:

DEPENDABILITY

(Attendance, punctuality, reliability, follow through, responsibility sharing, etc. Is flexible and adaptive to changing needs and situations as they arise. Maintains accurate records of service and accomplishments. Completes forms and reports in a timely fashion. Maintains a professional appearance and represents service site and ECO AmeriCorps well.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Comments:

PROBLEM SOLVING

(Contributes ideas for improvement, displays a willingness & ability to learn, recognizes and identifies problems, employs positive approach to problem solving, shows innovation, possesses ability to complete tasks independently, demonstrates initiative, etc.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Comments:

TECHNICAL UNDERSTANDING

(Performs within position description, possesses skills to accomplish tasks, has project knowledge and understanding, understands and adheres to service site and program procedures, learns quickly, follows instructions, understands and successfully completes assigned tasks, etc.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Comments:

ACHIEVEMENT of GOALS

(What were the member's major achievements during the service year? Did these achievements coincide with service site and ECO AmeriCorps goals? Identify obstacles preventing goals from being met.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Comments:

OVERALL RATING and GENERAL COMMENTS

(Rate the member's overall performance during his/her term of service.)

☐ Unacceptable ☐ Needs Improvement ☐ Satisfactory ☐ Excellent ☐ Outstanding

Comments:

ECO AmeriCorps

This evaluation was discussed between the supervisor and member on:

Date: _____

Site Supervisor Signature:

This evaluation has been discussed with me and I have received a copy.

ECO AmeriCorps Member Signature:



Site Supervisor Handbook

Policies & Agreements

Section 5



Common Programmatic Compliance Issues

This list of "red flag" issues, as distributed by the CNCS, can be used to help identify problematic practices of AmeriCorps program, staff or members. Please consult ECO AmeriCorps staff or the current AmeriCorps Provisions for a full statement of the requirement. The listing below is not exhaustive, and some provisions and guidelines vary depending on the type of AmeriCorps program. Items that mention specific member activities refer to when an AmeriCorps member is logging AmeriCorps hours, wearing AmeriCorps gear, speaking on behalf of AmeriCorps or the Program, or is otherwise representing AmeriCorps.

- Program staff or members are engaged in inappropriate fund raising activities.
- Ineligible members are enrolled (age, citizenship/residency, educational status, etc.)
- Members perform administrative, supervisory or other inappropriate duties.
- Members participate in efforts to influence legislation.
- Members participate in partisan or political activities.
- Members are involved in religious activities.
- Members participate in a voter registration drive.
- Members assist or deter union organizing.
- AmeriCorps program participants engage in activities that pose a significant safety risk to them or others.
- Members illegally using drugs.
- Members engage in activities that benefit a for-profit business.
- Program service activities do not result in a specific identifiable service or improvement that, without AmeriCorps, would be provided with existing funds or volunteers.
- Members are inappropriately discriminated against in their recruitment or selection.
- Pro-rated education awards are given for other than compelling personal circumstances.
- Program does not maintain appropriate and signed member contracts.
- Employees are displaced by members.
- Member living allowances are withheld as punishment.
- Inappropriate fines are levied against members.
- Members do not have access to an appropriate grievance process.
- Members earn service hours for inappropriate activities.
- Program does not meet progress reports, FSRs, and other submission deadlines.
- Legal applicant is not an eligible applicant.
- Grantee does not provide reasonable accommodation to members with known disabilities.
- Criminal background checks are not conducted for members or grantee staff, including site supervisors.
- Program does not require members to sign contracts that meet minimum requirements.
- More than 20% of the aggregate of all member service hours are spent in training; or more than 10% spent fundraising.
- Members are not supervised.
- Program does not conduct at least mid- and end-of-term written evaluations of each member's performance.
- Program does not assist members who are high school dropouts in earning a high school diploma equivalency.
- Members do not serve a term of service of approved length, i.e. other than 9-12 months.
- Eligible members are not offered health care and child care benefits.
- Eligible members are not allowed family and medical leave under the Family and Medical Leave Act of 1993.
- Grantee does not maintain the confidentiality of member information.

Nonduplication and Nondisplacement

Nonduplication: Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Nondisplacement: An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.

An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.

A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—

(i) Will supplant the hiring of employed workers; or (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

(6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any— (i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

Sponsors are prohibited from paying Members to do any work for them for the term of their service, or to compensate them monetarily in any way. If Sponsors wish to provide non-cash financial provisions to Members (e.g., housing), they must do so in accordance with ECO AmeriCorps established policy.



ECO AmeriCorps

Policy on ECO AmeriCorps Sponsors Providing Financial Provisions to Members (Cash or In-Kind)

- I. Cash provisions beyond the living stipend may not be offered to currently enrolled members.
- II. In-Kind housing provisions may be given to currently enrolled members with the caveat that IRS tax guidelines are followed and that ECO AmeriCorps is notified of the intent to provide in writing before the provision is offered.
 - A. Specific to offering housing as a provision, the guidelines below must be met and demonstrated to ECO AmeriCorps (in a letter) in order to provide for a non-taxable provision:
 - 1. The housing must be furnished on the premises of the sponsoring site.
 - 2. The housing must be furnished for the convenience of the sponsor (and this means that the sponsor has a substantial business reason for providing the lodging other than to provide additional compensation to the member).
 - 3. The housing is a condition of service (the member must accept it in order to be able to properly perform his/her duties).
 - 4. You must not offer a provision value that is more than the difference between the maximum stipend allowable to be paid a member in a given program year and the actual stipend amount that ECO AmeriCorps is paying to that member in the year the provision is received.
 - B. If the above guidelines (in section A.) do not apply or cannot be met, then the benefit will be taxable for the member. In this case you must meet the following guidelines:
 - 1. You must inform ECO AmeriCorps in a letter of your intent to offer the provision.
 - 2. You must inform the member that this provision will be taxable to them, and have them sign a statement saying that they understand this.
 - 3. You must report on the provision value to DEC on a periodic basis (to be determined by ECO AmeriCorps depending on the provision) in order for DEC to calculate and withhold applicable taxes from the member's stipend.
 - 4. You must assume the cost of the FICA charges that will accrue as a result of the member's increased tax liability.
 - 5. You must not offer a provision value that is more than the difference between the maximum stipend allowable to be paid a member in a given program year and the actual stipend amount that ECO AmeriCorps is paying to that member in the year the provision is received.

Sample Member Agreement



Vermont ECO AmeriCorps Member Agreement

Program Year 2016 - 2017

I. Purpose

This member service agreement is between the State of Vermont, acting through its Commissioner of the Vermont Department of Environmental Conservation, 1 National Life Drive, Main 2, Montpelier, VT 05620-3520 using the Vermont ECO AmeriCorps Program, herein after referred to as "State" or "DEC," and **INSERT MEMBER NAME HERE**, herein after referred to as the "Member," delineates the terms, conditions, and rules of membership and regarding participation in Vermont ECO AmeriCorps Program for the 2016-2017 program year as an AmeriCorps member.

II. Term of Agreement

Effective date: September 12, 2016, or the date the State obtains all required signatures, whichever is later.

Expiration date: August 12, 2017

III. Service Conditions and Hours Requirement

The member will serve as a full time Analyst and Assessment Coordinator for the following selected host site:

Host site name:

Address:

Site supervisor name and phone number:

The Vermont ECO AmeriCorps Program Manager is Reuben Allen, 1 National Life Drive, Main 2, Montpelier, VT, 05620-3520, 802-779-6054, reuben.allen@vermont.gov or his successor.

The member will complete a minimum of 1,700 hours during the term of service. Members must serve approximately 40 hours per week during the term of service, and must meet the attendance, scheduling, and service hour expectations of their host sites. Members must contact the Vermont ECO AmeriCorps Program Manager and their site supervisor if they will be unable to meet the attendance, scheduling, or service hour expectations for any reason.

Members planning to complete their service hours and program requirements prior to the end date of their indicated term of service must request and receive approval from the Vermont ECO AmeriCorps Program Staff and their site supervisor to conclude their term of service early. Members receiving approval will forfeit their health care and remaining living allowance upon early conclusion of their term of service.

- A. The member understands that in order to successfully complete the term of service as defined by DEC, to be consistent with the regulations of the Corporation for National and Community Service (CNCS or Corporation), and to be eligible for the education award, the member must:

ECO AmeriCorps

1. Attend and/or participate in scheduled meetings, trainings, service projects, and state-sponsored AmeriCorps events as specified by the Vermont ECO AmeriCorps Program Manager.
 2. Ensure that his/her hours of service are correctly recorded on timesheets in the OnCorps system. These timesheets must be verified in the OnCorps system by the member and by the host site supervisor. Timesheets must be submitted on time, every other Tuesday, in OnCorps system. The Vermont ECO AmeriCorps Program Staff will track the member's hours.
 3. Submit required reports, including a final report.
 4. Complete an *AmeriCorps Exit Form* at the end of the term of service and return it to the Vermont ECO AmeriCorps Program Manager.
- B. The member understands that AmeriCorps members are **not employees** of Vermont ECO AmeriCorps Program, the State, their host site, or of the federal government. The definition of "participant" in the National and Community Service Act of 1990 as amended applies to AmeriCorps members. As such, "a participant (member) shall not be considered to be an employee of the Program in which the participant (member) is enrolled" (42 U.S.C. 12511(17) (B)). Language referring to the AmeriCorps program should not be "employee related" i.e., "Job description" should be a "position description", stipend should be referred to as a "living allowance" not a "wage" or "salary," and the member does not "work," but "serves" at a site. For the purpose of 3 V.S.A § 1101(b) and 12 V.S.A § 5601-5606, you will be considered a state employee.

Any volunteer who is injured on the job (including travel on official business) must report the injury to his/her site supervisor or Vermont ECO AmeriCorps Program staff within 48 hours.

All volunteers are covered under Workers' Compensation Insurance through the State of Vermont. You must complete the Incident Report form online. Follow this link to the form:

https://sov.esolutionsclient.com/ivos/Client_Custom/sov/vtWclIncidentForm.jsp?user=WCUSERC:/Users/Bruce.Chenail/Documents/My%20Meetings

The member understands that the member will not be deemed a state employee and shall not be subject to the provision of law relating to state employment and collective bargaining agreements relating to hours of work, rate of compensation, leave, and state employee benefits.

IV. Minimum Qualifications

To be eligible to enroll in AmeriCorps, and Vermont ECO AmeriCorps, the individual must meet the following requirements:

- A. Must be a minimum of 18 years of age or older at the start of the term of service.
- B. Must be a U.S. Citizen, U.S. National, or Lawful Permanent Resident Alien of the U.S.
- C. Must successfully pass a criminal background search of the National Sex Offender Public Registry, the Vermont Agency of Human Services Child Protection Registry and Adult Abuse Registry, and the corresponding government entity from their state of current residence.
- D. Must undergo criminal history check, which could include a fingerprint-based Federal Bureau of Investigation (FBI) criminal history check, if member has recurring access to vulnerable populations (i.e., children, elderly, and persons with a disability).
- E. Must have a High School Diploma/GED.
- F. Must have completed a two-year Associate of Arts degree or completed sophomore year in a four-year college program.

V. Position Description

Members are responsible for the functions and measurable outcomes indicated in the position description as shown in Attachment A. The host site will also develop a detailed service plan with the member that will outline learning goals and performance measures.

VI. Benefits

The member will receive the following benefits:

A. A living allowance of \$16,320.

1. The living allowance is taxable.
2. The living allowance will be distributed biweekly while serving as an active full-time member.
3. The living allowance is not a wage and will not fluctuate based on the number of hours the Member serves in a given time period.
4. The living allowance will be distributed via Direct Deposit.

B. Health Care Benefit Selection Assistance: All AmeriCorps members serving in a full-time capacity, must be covered by health insurance, and are eligible to receive health insurance coverage through their AmeriCorps program. There will be no monthly premium charge to members; however, a co-pay, deductibles, and any other payments as outlined in the health insurance policy, will be the responsibility of the member. A member is covered only while actively serving in the AmeriCorps program or on family or medical leave. This will begin with the member's first day of training, and ends the last day of the member's final month of service. This benefit may be added at any time during service with an attached declaration.

The program will provide further information about the health insurance benefit, including the full policy information. Questions about health care coverage should be directed to Reuben Allen at reuben.allen@vermont.gov.

If a member is already covered by another health insurance plan, s/he may decline coverage by completing the attached waiver form and returning it along (if needed) with a copy of the current policy ID card, to the person listed above. **Please select one:**

- ☐ I am accepting the health insurance coverage provided by Vermont ECO AmeriCorps Program.
- ☐ I am declining the health insurance coverage provided by Vermont ECO AmeriCorps Program. I have filled out the attached health care waiver indicating that I am covered by another plan, and have submitted a copy of the ID card from my current health insurance policy.

Initial: _____

Date: _____

C. Child Care Benefit: If a member qualifies, a childcare allowance will be provided by GAP Solutions, Inc. directly to the member's child care provider, through the AmeriCorps Child Care Program (ACCP). Please consult ACCP's website for more information at <http://www.americorpschildcare.com/>. A member is eligible for child care benefits if s/he meets the following requirements:

1. Must be an active full-time member of AmeriCorps.
2. Member must certify that he or she needs the child care in order to participate in the AmeriCorps program.
3. Member's household income must not exceed 75% of the state's median income for a family of the same size.
4. The member must be the parent or legal guardian of a child under the age of 13.
5. The child must be living with the member.
6. Once the Member is approved and accepts the ACCP benefits, the member must not be receiving a child care subsidy for the same child from any other source. Members are not

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eligible to receive childcare benefits through AmeriCorps while they are receiving other childcare subsidies.

The program will provide further information on childcare allowance upon request. Questions and problems with coverage should be directed to the Vermont ECO AmeriCorps Program Manager.

Please read and complete the information in the boxes below (select one):

- ☐ I am a full-time member. I may qualify for the childcare allowance and am interested in learning more about this benefit.
- ☐ I am not interested and/or I do not qualify for the childcare allowance.

Initial: _____

Date: _____

- D. Upon successful completion of service, full-time members will receive a Segal AmeriCorps Education Award of \$5,775. The member understands that this education award will be considered earned income for federal taxes in the tax year that the member uses the award.
- E. Time off: members do not receive paid time off. However, because the living allowance is not dependent on the number of hours served in a pay period, the length of the service year (48 weeks) allows for flexibility in time off for holidays, vacation, sick time, etc. The member should negotiate time off with the Host Site Supervisor.
- F. If the member has received forbearance on a qualified federal student loan (Stafford or Perkins are main examples) during the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service. The member understands that the interest that CNCS pays will be considered earned income for both federal and state taxes in the year that member completes his/her service term.

VII. Prohibited Activities

When accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, members may not engage in the following activities:

- A. Attempting to influence legislation.
- B. Organizing or engaging in protests, petitions, boycotts, or strikes.
- C. Assisting, promoting, or deterring union organizing.
- D. Impairing existing Agreements for services or collective bargaining agreements.
- E. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, platforms, political candidates, proposed legislation, or elected officials.
- G. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- H. Providing a direct benefit to: a for-profit business entity, a labor union, a partisan political organization, a non-profit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 or an organization engaged in the religious activities described above.
- I. Voter registration drives.
- J. Per § 2520.40, raising funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment; or writing a grant application to the Corporation or any other federal agency. Per § 2520.45, an AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment, as described above.
- K. Clerical work or research unless such activities are incidental to the member's direct service activities.

- L. Providing abortion services or referrals for receipt of such services.
- M. Such other activities as the Corporation may prohibit.
- N. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purposes of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

VIII. Nonduplication and Nondisplacement

Nonduplication. Per § 2540.100, Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of the nondisplacement clause (below) are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Nondisplacement. Per § 2540.100, an employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.

IX. Member Code of Conduct

Attendance

Members are expected to:

- A. Arrive and depart from their host site on time everyday following their set schedule.
- B. Notify their Site Supervisor if they will be late or are sick; obtain approval from their Site Supervisor for scheduled absences; notify and receive approval from the Vermont ECO AmeriCorps Program Staff for any absences longer than one (1) week.
- C. Approved time away from service is not counted as service.
- D. Attend any relevant trainings / meetings at their host site.
- E. Abide by their site's schedule and policy regarding breaks and lunch.
- F. Members serving a full-day may count a 30-minute lunch towards their service, provided lunch is at their site and they do not attend to personal matters.
- G. Arrive on time for each required Vermont ECO AmeriCorps Program training.
- H. Notify the Vermont ECO AmeriCorps Program Staff in advance if they are unable to attend training.
- I. Serve approximately 40 hours per week (full-time) as reported on the approved time sheet.

Program reporting

Members are expected to:

- A. Report actual service hours in time sheets daily.
- B. Submit time sheets for approval once every two weeks into the OnCorps Reports online system to enable the Site Supervisor to approve by the due date.
- C. Participate in mid-year and final evaluations regarding member performance with the Host Site Supervisor.
- D. Complete an annual program survey.
- E. In conjunction with the host site, submit quarterly updates to Vermont ECO AmeriCorps Program Staff on project progress on a forms and timeline determined by Vermont ECO AmeriCorps Program Staff, and a final report that includes lessons learned and project measures for success. Vermont

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ECO AmeriCorps Program Staff will work with the member and host site to refine project measures throughout the term of service. Additional measures/outcomes may be developed.

Training

Members are expected to arrive on time to each required Vermont ECO AmeriCorps Program training session. A member must notify Vermont ECO AmeriCorps Program Staff in advance if he or she will not be able to attend training. Members may not bring their children to training. Members are asked to turn their cell phones to silent. Members are asked to be respectful of trainers and be engaged and responsive as participants.

Communication

Members are expected to check their e-mail daily. Members are expected to respond in a timely manner to communication from site and/or Vermont ECO AmeriCorps Program Staff. Members must communicate with Vermont ECO AmeriCorps Program Staff regarding extended absences (longer than one week), name changes, address or phone changes, or site issues or concerns. Vermont ECO AmeriCorps Program Staff will raise serious concerns and policy violations to the Vermont ECO AmeriCorps Program Director.

Professionalism

Members are representative of their host site, community, Vermont ECO AmeriCorps Program, the State of Vermont and AmeriCorps during their term of service and are expected to conduct themselves in a professional manner. This includes wearing appropriate attire, communicating professionally, responding to constructive criticism and feedback, limiting cell phone use to breaks, etc.

Professionalism on the Internet

Members' activity on the internet must also remain professional during their term of service.

- A. Members may not post inappropriate pictures of themselves on the internet (e.g., pictures involving consuming alcohol and/or intoxication, sexually provocative photographs).
- B. Members should not forward e-mails to anyone within the Vermont ECO AmeriCorps Program network that are not service-related and/or may be offensive to others (e.g., political or religious e-mails).
- C. Members should follow the policy of their host site regarding use of internet at the site (e.g., checking personal e-mail).

X. Program Policies

Safety

At no time may members engage in activities that pose a significant safety risk to themselves or others. Members are required to report service-related illnesses and injuries.

Travel

Members are eligible for travel reimbursement at the current federal mileage reimbursement rate for traveling to and from required trainings, and for travel required for the member's service project. Mileage may also be reimbursed for optional trainings, including conferences or AmeriCorps meetings, with prior approval from Vermont ECO AmeriCorps Program Staff. Mileage is verified and approved. Mileage for training and project activities is calculated from the member's host site to the location of the service or training. Mileage will only be reimbursed if the distance traveled from their site is more than the member's daily commute. Daily commute will not be eligible for travel reimbursement.

Holidays

State offices are generally closed on the legal holidays listed below. In most cases, holidays that fall on Saturday are observed on the preceding Friday, and holidays that fall on Sunday are observed on the following Monday. If a holiday is scheduled to fall on a day you are scheduled to serve, please discuss with your Host Site Supervisor.

State offices observe the following legal holidays.

2016

Labor Day, September 5
Veteran's Day, November 11
Thanksgiving Day, November 24
Christmas Day, December 26

2017

New Year's Day, January 2
Martin Luther King's Birthday, January 16 – members will participate in service activities this day
President's Day, February 13
Town Meeting Day, March 7
Memorial Day May, 29
Independence Day, July 4
Bennington Battle Day, August 16

Military duty

Individuals who serve in the armed forces reserves and are called to a two-week period of active duty receive credit for the AmeriCorps service hours that they would have earned over that period had there been no interruption. However, no credit for AmeriCorps service hours may be earned beyond the two-week period of active duty.

Drug-free workplace

Member participation in the Vermont ECO AmeriCorps Program is conditioned upon compliance with the following requirements:

- A. The manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in your workplace.
- B. Consuming alcohol or any controlled substance before or during service activities; being under the influence of alcohol or any controlled substance during work or service hours activities; or returning to a service site after having consumed alcohol or any controlled substance is prohibited.
- C. Conviction of any criminal drug statute occurring in the workplace must be reported in writing to the Vermont ECO AmeriCorps Program Staff within five days.

Members who violate this policy will be subject to disciplinary action as outlined in the discipline policy.

Discrimination/Harassment Policy

The Vermont ECO AmeriCorps Program prohibits discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, age, political affiliation, and, in most cases, religion.

Harassment based on the protected class status listed in the paragraph above is also prohibited, including both overt acts of harassment and those acts that create a negative work environment.

Discriminatory harassment is any behavior based on protected class status which is unwelcome and personally offensive and, thereby, may affect morale and interfere with the member's ability to perform. For example, harassment based on national origin has been defined by the U.S. Equal Employment Opportunity Commission as "Ethnic slurs and other verbal or physical conduct relating to an individual's national origin."

The state of Vermont is opposed to and prohibits sexual harassment. Sexual harassment violates an individual's basic civil rights, undermines the integrity of the work place, and adversely affects workers and clients alike. Sexual harassment is a form of discrimination on the basis of sex and is, therefore, prohibited in the work place by both state and federal law. It is also unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. Policy 3.1 outlines the state's sexual harassment policy and complaint procedures in detail. Report any issues of this nature immediately to your supervisor or an ANR HR staff member.

Discriminatory harassment may occur: 1) among peers or coworkers, 2) between managers and subordinates, or 3) between members and the public.

Responsibility

Each member is responsible for complying with this policy. Varying degrees of discriminatory harassment violations may occur and require varying levels of discipline. Individuals who instigate harassment are subject to serious disciplinary actions up to and including release from service. Additionally, inappropriate behaviors that do not rise to the level of discriminatory harassment, but are none the less disruptive, should be corrected early and firmly in the interests of maintaining a harassment and discrimination-free work place. Individuals who participate in inappropriate behaviors during service are also subject to disciplinary actions. Any unintentional or deliberate violation of this policy by an employee is cause for appropriate disciplinary action.

Retaliation

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, members may bring a complaint to the attention of the Corporation for National and Community Service.

Reasonable accommodation

Members with mental or physical disabilities have the right to request reasonable accommodations. A reasonable accommodation is any modification or adjustment to a job, practice, or work environment that makes it possible for an individual with a physical or mental disability to perform the essential functions of a job. It is the policy of the Vermont ECO AmeriCorps Program to accommodate such individuals upon request unless the accommodation would impose an undue hardship on the program.

Examples of accommodations may include acquiring or modifying equipment or devices; modifying examinations and training materials; making facilities readily accessible; job restructuring; modifying service schedules; providing qualified readers or interpreters.

An individual with a disability is defined for purposes of this policy as a person who:

- has a physical or mental impairment that substantially limits one or more major life activities
- has a history of such an impairment
- is perceived or "regarded as" having such an impairment, even when the impairment does not exist

Requesting reasonable accommodations:

A member with a disability may request a reasonable accommodation from the host site supervisor or the Vermont ECO AmeriCorps Program Staff. Program Staff will meet with the member and, in consultation, discuss: 1) the nature of the impairment, the life activity that is substantially limited, and how the life activity is limited, 2) the effect of the impairment on the ability to perform the job, 3) the type of accommodation requested, and 4) the effect of the accommodation on performing the essential functions of the job.

Vermont ECO AmeriCorps will respond to requests for reasonable accommodation, giving consideration to the nature of the impairment, the ability of the member to perform the essential functions of the job, and the reasonableness of the accommodation request.

Discipline policy

Members are expected to follow the Vermont ECO AmeriCorps code of conduct and adhere to the policies of both Vermont ECO AmeriCorps and the host site at which they are placed. Members are expected to fulfill the duties outlined in their position description. Failure to fulfill these expectations may result in the member facing one or more of the following disciplinary actions:

- A. Oral reprimand
- B. Written reprimand
- C. Suspension without compensation
- D. Release from service for cause

Release from service for cause

A member must be released for cause if they voluntarily leave the program: 1) to enroll in school, 2) to obtain employment, other than in moving from welfare to work, or in leaving a program that includes in its approved objectives the promotion of employment among its participants, 3) or because of dissatisfaction with the program. Members may also be released from Vermont ECO AmeriCorps "For Cause" for the following reasons: violation of Vermont ECO AmeriCorps or AmeriCorps policies and procedures; not fulfilling the duties of their position description; conviction of a felony or the sale or distribution of a controlled substance during a term of service. In the event that a member is released For Cause, that member receives no portion of the education award and living allowance payments will end immediately.

Release from service for compelling personal circumstances

Eligibility for release for "compelling personal circumstances" is dictated by federal statute (Family and Medical Leave Act). Compelling personal circumstances are typically matters which are beyond the member's control and may involve such serious family or life issue as illness, disability, and death which precludes the member from completing his/her term of service. Other compelling personal circumstances include military service obligations, spousal relocation, and the opportunity to transition from welfare to work. A member who is released for compelling personal circumstances and who completes at least 15 percent of the required term of service is eligible for a pro-rated education award.

Criminal charges and convictions

Vermont ECO AmeriCorps must suspend the service of a member who faces an official charge of a violent felony or sale or distribution of a controlled substance. The member may be reinstated if he or she is found not guilty or if the charge is dismissed.

Vermont ECO AmeriCorps must suspend the service of an individual who is convicted of possession of a controlled substance. The member may be reinstated only if the individual demonstrates the following:

- A. For an individual who has been convicted of a first offense of the possession of a controlled substance, the individual must have enrolled in a drug rehabilitation program;
- B. For an individual who has been convicted for more than one offense of the possession of a controlled substance, the individual must have successfully completed a drug rehabilitation program.

XI. Grievance Procedures

While the Vermont ECO AmeriCorps program is designed to provide a valuable service experience with open lines of communication, members may occasionally experience problems in their day to day service. **Members are encouraged to discuss such problems with other members or with host site staff who are directly involved with the problem.** If such discussion does not lead to resolution of the problem or the member is uncomfortable engaging in discussion, members are encouraged to consult with their host site supervisor or the Vermont ECO AmeriCorps Program Manager.

In the event that informal problem solving procedures are unsuccessful, Vermont ECO AmeriCorps members may seek resolution through the following grievance procedures.

The member understands the grievance procedure as outlined below:

- A. In general, all aggrieved parties such as members, applicants or any other interested parties should attempt to resolve any problems or disputes with the other party on a one-to-one basis. The issues should be clearly stated and understood by both parties.
- B. The member understands that Vermont ECO AmeriCorps has a grievance procedure to resolve disputes concerning the member's suspension, dismissal, service evaluation or proposed service assignment.
- C. If a grievance is filed regarding a proposed placement of a member in a program or project, such a placement must not be made unless the placement is consistent with the resolution of the grievance.
- D. In the event that informal efforts to resolve disputes are unsuccessful, the member understands that, as a participant of the program, he/she may file a grievance in accordance with the program's grievance procedure:
 - 1. **Purpose:** The purpose of this process is to resolve disputes involving AmeriCorps, Vermont ECO AmeriCorps members, labor unions, and any other interested individuals, such as AmeriCorps member applicants, in a fair and expeditious manner. In general, disputes must pertain to service related issues such as a proposed service assignment or evaluation; or a member's suspension or dismissal. A dispute also may concern an applicant protesting the reason he/she was not selected as an AmeriCorps member; or a labor union's claim that a member is displacing its union members.
 - 2. **Alternative Dispute Resolution (ADR):** ADR is available, but must be requested in writing within 45 days of the underlying dispute. If a member chooses ADR as a first option, a neutral party designated by the program will attempt to facilitate a mutually agreeable resolution. The neutral party must not have participated in any previous decisions concerning the issue in dispute. ADR is confidential, non-binding and informal. No communications or proceedings of ADR may be referred to at the grievance hearing or arbitration stages. The neutral party may not participate in subsequent proceedings.

If ADR is chosen by the member, the deadlines for conveying a hearing and of a hearing decision, 30 and 60 days respectively, are held in abeyance until the conclusion of ADR. At the initial session of ADR, the neutral party must provide written notice to the aggrieved party of his/her right to request a hearing. If the ADR does not resolve the matter within 30 calendar days, the neutral party must again notify the aggrieved party of his/her right to request a hearing. At any time, the aggrieved party may decline ADR and proceed directly to the hearing process.
 - 3. **Grievance hearing:** While grievances may be filed no later than one year after the date of the alleged occurrence, except for a grievance that alleges fraud or criminal activity pursuant to 45 CFR Section 2540.230, it is preferred that they be filed no later than 60 days after the date of the alleged occurrence. Allegations of fraud or criminal activity must be reported immediately to the Corporation for National Service's Inspector General. If the grievance pertains to discrimination

on the basis of race, color, national origin, gender, age or disability, the member will be immediately notified in writing of his/her right to file a discrimination complaint with the Corporation's Equal Opportunity Office.

The member may request a grievance in writing to Vermont ECO AmeriCorps program staff. The written complaint should state the facts of the situation, the program's policy or procedure involved, and ideas or suggestions for resolution of the problem. The program will arrange for one or more pre-hearing conferences at a time mutually convenient to the parties. Pre-hearing conferences are not a substitute for a hearing. They are intended to facilitate a mutually agreeable resolution of the matter to make the hearing unnecessary or to narrow the issues to be decided at the hearing. The format of the pre-hearing conference may be flexible, involving meetings with one party at a time and/or with both parties together. Pre-hearing conferences are conducted by Vermont ECO AmeriCorps program staff.

The hearing will be conducted by DEC staff or other individual designated by DEC. The person conducting the hearing may not have participated in any previous decisions concerning the issue in dispute.

A hearing must be held no later than 30 calendar days after the filing of the grievance and a written decision must be made no later than 60 calendar days after filing.

4. **Binding arbitration:** An aggrieved party may request binding arbitration if a grievance hearing decision is adverse or if no decision is made within 60 days of the filing of the grievance. The arbitrator must be independent and selected by agreement of the parties. If the parties cannot agree on an arbitrator, the Corporation's Chief Executive Office (CEO) will appoint one within 15 calendar days after receiving a request from one of the parties.

An arbitration proceeding will be held no later than 45 calendar days after the request for arbitration or no later than 30 days after the appointment of an arbitrator by the Corporation's CEO. An arbitration decision will be made no later than 30 calendar days after the commencement of the arbitration proceeding.

The cost of arbitration will be divided evenly between the parties, unless the aggrieved party prevails, in which case the program will pay the total cost of the proceedings as well as the prevailing party's attorney fees.

5. **Remedies:** Remedies for a grievance filed under a procedure established by the Grantee include:
 - a. Prohibition of the placement of a member; and
 - b. In grievance cases where there is a violation of non-duplication or non-displacement requirements and the employer of the displaced employee is the Grantee:
 - i. Reinstatement of the employee to the position he/she held prior to the displacement;
 - ii. Payment of lost wages and benefits;
 - iii. Re-establishment of other relevant terms, conditions, privileges of employment; and
 - iv. Any other equitable relief that is necessary to correct any violation of non-duplication or non-displacement requirements or to make the displaced employee whole.

XII. Unemployment Insurance

Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17)(B). Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.

Therefore, according to the provisions and laws stated above, the member understands that they are not eligible to receive unemployment compensation benefits from their AmeriCorps term of service, regardless of exit status.

XIII. Publicity Release

Vermont ECO AmeriCorps is committed to furthering the discussion and growth of national service in the public realm. As such, "identifying information" (information that can be used to identify a particular corps member or alumnus, i.e., name, photograph, video, and/or likeness, or statements attributed to a specific corps member) of corps members and alumni may be used in newspapers, television, publications, radio, and in any other print, electronic, or web-based publicity materials. The following policies define the guidelines for using identifying corps member's information.

Vermont ECO AmeriCorps will obtain written approval (which is indicated below) from the Member or alumnus before identifying information or attributed statements are used in publication.

Member and alumni statements or quotations that are provided anonymously and/or published anonymously do not need to be approved by the member/alumnus.

By initialing the below acknowledgement and signing of this Member Contract, the member is approving the future use of his/her identifying information or attributed statements in publications.

Please check one of the following and initial and date below:

- ☐ I agree to allow Vermont ECO AmeriCorps, the State of Vermont, the Corporation for National and Community Service, and any other organization authorized by Vermont ECO AmeriCorps to use my name, statements by me, any photographs and/or likeness of me at any time during my term of AmeriCorps service, or thereafter, without prior approval. I acknowledge that I will not receive compensation for the use of such materials, and I hereby waive any and all claim to any such compensation.
- ☐ I refuse to allow Vermont ECO AmeriCorps, the State of Vermont, the Corporation for National and Community Service, and any other organization authorized by Vermont ECO AmeriCorps to use my name, any photograph and/or likeness of me at any time during my term of AmeriCorps service, or thereafter, without prior approval. I acknowledge that it is my responsibility to avoid appearing in any photographs taken during my term of service.

Initial: _____

Date: _____

XIV. Certification

- This Agreement serves as a binding contract between the Member and the State for the 2015-2016 program year. The terms of this Agreement will end on August 31, 2016. The State may cancel this agreement at any time, with or without cause, upon 30 days' written notice to the Member.
- The terms of this Agreement may agree, in writing, to extend this term of service for the following reasons:
 - a) The member's service has been suspended due to compelling personal circumstances; or b) the member's service has been terminated, but a grievance procedure has resulted in reinstatement. This extension will occur only with the written approval of both the host site supervisor and Vermont ECO AmeriCorps Program. In the event of an extension, a member will not receive a living allowance for hours accrued after August 31, 2016.
- Amendments to this Agreement may be made only with the consent of both parties and shall be done in writing.
- Failure to adhere to policies or to fulfill responsibilities outlined in this Agreement will become part of the selection criteria in the event of a re-application process for future year programs.
- **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if it does not obtain funding from CNCS or other funding sources; or if funding cannot be continued at a level sufficient

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to allow for the payment of the work scope covered here. Termination must be by written or fax notice to the Member. The State is not obligated to pay for any work performed after notice and effective date of termination. However, the Member will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Host Site notice of the lack of funding within a reasonable time of the State's receiving that notice.

- **Termination based on early Member exit.** This contract will immediately and automatically terminate on the last day of service of a Member who is exiting the Vermont ECO AmeriCorps Program before the regular end date of the program year. The official date of termination will be documented by written notification from the Vermont ECO AmeriCorps Program to the Member.
- **Site Re-Assignment.** In the event that a Host Site environment becomes unsuitable for a Member to continue their service, the State reserves the right to terminate the partnership with the Host Site and move the Member to another Host Site, should an opportunity exist.
- By signing this Agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this Agreement.

Vermont ECO AmeriCorps Member:

Print name: _____

Title: _____

Signature: _____

Date (mm/dd/yyyy): _____

Vermont Department of Environmental Conservation (Vermont ECO AmeriCorps) (with delegated authority):

Print name: George Desch _____

Title: Deputy Commissioner _____

Signature: _____

Date (mm/dd/yyyy): _____